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MAYLAND COMMUNITY COLLE

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COMMUNITY COLLEGE
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MAYLAND COMMUNITY COLLEGE

Announcement of Programs for 2004-2005

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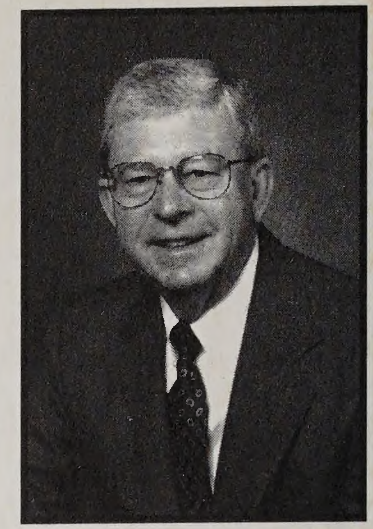
MEMBER

American Association of Community Colleges
American Horticultural Therapy Association
Associated Landscape Contractors of America
Association for Childhood Education International
Association of Community College Business Officials
Association of Community College Facility Operations
Association of Community College Trustees
Automotive Service Association
Avery/Banner Elk Chamber of Commerce
Carolinas Association of Collegiate Registrars & Admissions Officers
Carolinas Chapter of American Horticultural Therapy Association
Chair Academy
Cleaning Management Institute
College and University Personnel Association
Correctional Education Association
Council Higher Education Accreditation
League for Innovation in Community Colleges
LERN (Learning Resources Network)
Mitchell County Chamber of Commerce
Mitchell-Yancey Partnership for Children
Mountain College Library Network
National Association for the Education of Young Children
National Association of College and University Business Officers
National Association of Student Financial Aid Administrators
North Carolina Association for the Education of Young Children
North Carolina Association of Colleges and Employers
North Carolina Association of Colleges and Universities
North Carolina Association of Community College Instructional Administrators
North Carolina Association of Community College Trustees
North Carolina Association of Coordinators of Veterans Affairs
North Carolina Association of Student Financial Aid Administrators, Inc.
North Carolina Chapter-College and University Personnel Association
North Carolina Citizens for Business & Industry
North Carolina Community College Adult Educators Association
North Carolina Community College Childhood Educators
North Carolina Community College Sociology and Psychology Association
North Carolina Community College Student Development Personnel Association
North Carolina Community College System
North Carolina Counseling Association
Southeastern Association of Educational Opportunity Program Personnel
Southern Association of Colleges and Schools
Southern Association of Community, Junior and Technical Colleges
Southern Association of Student Financial Aid Administrators
The College Board
University of Florida Research/Community College Business Officers
Yancey County Chamber of Commerce

For additional information, contact

MAYLAND COMMUNITY COLLEGE
200 Mayland Drive, PO Box 547
Spruce Pine, NC 28777
(828) 765-7351 or 1-800-4-MAYLAND
www.mayland.edu
An Affirmative Action/Equal Opportunity Institution



MESSAGE FROM THE PRESIDENT

Welcome to Mayland Community College, where excellence is truly within reach for all who seek it.

Mayland is a constituent member of the North Carolina Community College System, which enrolled one out of every six adults in the Tarheel State last year. Alongside you in the classroom will be students fresh from their high school experience, displaced workers who have returned for retraining in a new career, and others who simply want to be the best person that they can be. They will become your companions for the journey, and you will come to see them as vital and indispensable parts of all that you will grow to be.

From the moment that you arrive on campus, you will be immersed in an extraordinary environment unlike any other that you have ever known. Our goal is to provide you with an educational experience that is not only high tech but also highly relevant as you prepare for a successful life and career in the 21st Century. Whatever your interests may be, you will find a community here that is dedicated to excellence in all that we do. From our state-of-the-art classrooms and comprehensive curriculum, to our professional and caring staff, and to our location in one of the world's most breathtaking locations, your Mayland experience will challenge you in ways that you never imagined possible.

You will discover that Mayland Community College is first and foremost a community of learners, a place where the value of every person is affirmed by students, faculty and staff interacting with each other both inside and outside the classroom You will come to learn that the values of responsibility, integrity and citizenship are just as important to us as the content of an academic program. You will learn how to think critically, to solve problems, to utilize technology effectively, and to imagine creatively as you come to understand what it means to be a citizen of this great republic.

This catalog provides a wealth of useful information about the academic programs at Mayland Community College, the requirements you must meet, and the many services that are offered to support your endeavors. I urge you to study this information carefully and refer to it often. If you have questions, please do not hesitate to contact your academic advisor, another faculty member, and/or any of the support staff who work in the various offices on campus. All of us are here to be of service to you.

It has been said that in order to reach any significant goal, you must be willing to leave your comfort zone. As a student of this great institution, you will encounter the rewards that precious few in our society will ever experience as you stand at the threshold of a bold, new world. Whether that world will be better for your presence is up to you.

I wish you much success in the days ahead.

Thomas E. Williams

Thomas E. Williams
President

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CORRESPONDENCE DIRECTORY

Inquiries concerning aspects of the College's operations and policies should be addressed to the officials listed below.

Mayland Community College
PO Box 547
200 Mayland Drive
Spruce Pine, NC 28777
(828) 765-7351/1-800-4-MAYLAND
(828) 765-0728 (fax)
Website: www.mayland.edu

For more information write to:

Adult Basic Education Programs .... Dean, Basic Skills

- Adult Enrichment Program
- Adult Preparatory Program
- Basic Skills Program
- English as a Second Language
- GED Program
- GED Testing
- Learning Laboratory

Business Office .... Vice President of Administrative Services

- Auxiliary Service
- Bookstore/Snackbar
- Parking Permits
- Payments/Refunds
- Payroll

Continuing Education .... Associate Vice President of Continuing Education

- Avery Campus, PO Box 94, Newland, NC 28657
  (828/ 733-5883)
- Mitchell County, MCC Campus
  (828/ 765-7351)
- Small Business Center, MCC Campus
  (828/ 765-7351)
- Yancey Campus, PO Box 314, Burnsville, NC 28714
  (828/ 682-7315)

Public Relations, Publications, Planning .... Director of Institutional Research and Planning

- Planning and Research
- Graphic Design
- Website
- Video Production
- Public Relations
- Publications
- Marketing

Institutional Development .... Coordinator of Development

- Development and Fundraising
- Foundation
- Grantwriting

Instructional Services .... Vice President of Instructional Services

- Academic Policies & Procedures
- Curriculum Faculty
- Curriculum Programs

Learning Resources Center .... Dean, Learning Resource Center/Distance Education

- Appalachian Room
- Audio Visual Services
- Distance Education (RAVEN System)
- Interactive Television Classrooms
- Interlibrary Loan
- Public Services

Management Information Services (MIS) .... Director, MIS

Phillips-Gwaltney Child Development Center (CDC) .... Director, CDC
(828) 765-1401

- Child Care Services

President's Office .... President

- General Matters
- Personnel

Support Options for Achievement and Retention (S.O.A.R.) Program .... Director of S.O.A.R. Program

- Assistance for Students with Disabilities
- Basic Skills Development
- College Transfer Assistance
- Counseling Services
- Cultural and Social Events
- Free Tutoring and Peer Advising
- Personal Development and Study Skills

Student Development .... Vice President of Student Development

- Admissions and Registration
- Career Counseling
- College Transfer Counseling
- Counseling Services
- Data Collection and Reporting
- Disability Services
- Employability Services
- Financial Aid
- Placement Testing
- Orientation
- Student Insurance
- Student Guidelines and Policies
- Student Organizations
- Student Records
- Transcript Assistance
- Transfer Assistance
- Veterans Affairs

Mayland is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools *(1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number (404) 679-4501)* to award certificates, diplomas, the Associate in Applied Science, Associate in Arts and Associate in Science Degrees.

The Associate Degree Nursing Program has been approved by the North Carolina Board of Nursing, and the College has been accredited by the N.C. Criminal Justice Education and Training Standards Commission. All degree and diploma programs and the General Educational Development (GED) courses are approved by the Department of Veterans Affairs.

This Catalog contains a current description of Mayland Community College. It may be changed from time to time to carry out the purposes and objectives of the College. Important changes in fees, dates, programs and policies will be publicized to the student body and reflected in the next issue of the Catalog and the Catalog Addendum. It is not a contract.

AFFIRMATIVE ACTION/ EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of Mayland Community College not to discriminate against any employee, applicant or student because of age, race, color, religion, sex, national origin, handicap/disability, exercise of rights guaranteed by the First Amendment to the Constitution of the United States, or sexual orientation to the extent such rights are recognized and/or protected under applicable federal or state laws, and to take affirmative action to ensure that applicants will be employed and personnel actions will be taken during employment commensurate with this policy.

- Mayland will apply all policies, procedures and standards of the College as evenly as practicable.

The requirement not to discriminate in education programs and activities extends to employment in the college and to admission into its programs. Inquiries or complaints concerning the application of Title IX, the ADA, and other Federal non-discrimination legislation to Mayland Community College should be refered to:

Director of College Relations, Mayland Community College
PO BOX 547 or 200 Mayland Drive
Spruce Pine, North Carolina 28777
Telephone: (828)765-7351 or 1-800-4-MAYLAND

COLLEGE CALENDAR FOR 2004-2005

FALL SEMESTER 2004

Registration	Monday, August 16
Last Day to Pay	Monday, August 16
First Day of Classes	Wednesday, August 18
Drop/Add	August 18-24
Labor Day Holiday *(College Closed)*	Monday, September 6
End of Unconditional Withdrawal	Thursday, September 23
Fall Break *(No Classes)*	Monday-Tuesday, October 11-12
Professional Development Day *(No Classes)*	Tuesday, October12
End of Conditional Withdrawal	Monday, November 1
Advising/Early Spring Registration	Monday-Friday, November 1-5
Veteran's Day *(College Closed)*	Thursday, November 11
Thanksgiving Holidays *(College Closed)*	Thurs., Fri., November 25, 26
Monday Classes	Wednesday, December 8
Last Day of Classes – Thursday Classes	Wednesday, December 15
Grades Due 9:00 a.m.	Thursday, December 16
Staff Leave Day *(College Closed)*	December 20
Christmas Holidays *(College Closed)*	December 21-24

SPRING SEMESTER 2005

New Year Holiday *(College Closed)*	Friday, December 31
Registration	Tuesday, January 4
Last Day to Pay	Tuesday, January 4
First Day of Classes	Thursday, January 6
Drop/Add	January 6-12
Martin Luther King Jr. Holiday *(College Closed)*	Monday, January 17
End of Unconditional Withdrawal	Friday, February 11
Spring Break *(No Classes)*	March 7-11
Professional Development Day *(No Classes)*	Thursday, March 24
Good Friday *(College Closed)*	Friday, March 25
End of Conditional Withdrawal	Tuesday, March 29
Advising/Early Summer Registration	April 4-8
Last Day of Classes	Monday, May 9
Grades Due 9:00 a.m.	Wednesday, May 11
GED Graduation	Friday, May 13
Graduation	Saturday, May 14
Memorial Day Holiday *(College Closed)*	Monday, May 30

SUMMER SEMESTER 2005

Planning Day	Wednesday, June 1
Registration	Thursday, June 2
Last Day to Pay	Thursday, June 2
First Day of Classes	Monday, June 6
Drop/Add	June 6-8
End of Unconditional Withdrawal	Thursday, June 23
Fourth of July Holiday *(College Closed)*	Monday, July 4
Summer Break *(No Classes)*	July 5-9
Advising /Early Fall Registration	July 18-22
End of Conditional Withdrawal	Tuesday, July 19
Last Day of Classes	Friday, August 5
Grades Due 9:00 a.m.	Tuesday, August 9

Mayland Community College

HISTORY

Mayland Community College is located in the Blue Ridge section of the Appalachian Mountains of western North Carolina on the Avery/Mitchell county line just outside the town of Spruce Pine. Mayland is chartered to serve Mitchell, Avery, and Yancey counties (hence the name Mayland). The college began as Mayland Technical Institute upon approval by the 1971 session of the North Carolina General Assembly, upon recommendation of the State Board of Education, the Advisory Budget Commission, and Governor Robert Scott. Operations began in September 1971 in the Board Room of the Northwestern Bank in Spruce Pine.

The Institute occupied rented space in downtown Spruce Pine until January 3, 1977, when it moved to a location four miles from the town on its present site containing 57 acres.

Dr. O. M. Blake, Jr. was the College's founding President, serving from 1971 until 1986. He was succeeded by Dr. Virginia Foxx (1987-1993) and Dr. Nathan Hodges (1994-1996). Dr. Thomas E. Williams became the fourth President of Mayland Community College on May 1, 1997.

The College now serves more than 8,000 persons each year through its educational programs, more than twenty percent of the adult population living within the service area.

INSTITUTIONAL PHILOSOPHY

VISION STATEMENT

"Mayland Community College will be a catalyst for the growth and development of our communities"

VALUES

In all that we do, Mayland Community College will strive to emphasize:

Quality
Respect
Innovation
Teamwork
Growth
Integrity

MISSION STATEMENT

The mission of Mayland Community College is to give the citizens of our service area the opportunities they need to improve their lives through the attainment of a high-quality, accessible education by providing: (1) education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs; (2) support for economic development through services to and in partnership with business and industry; and (3) services to communities and individuals, which improve the quality of life.

MAYLAND GOALS

PREPARE THE COMMUNITY FOR A CHANGING WORLD

- Develop and perpetuate partnerships and coalitions within the institution and the community.
- Play an active role in economic development activities in the community and for our students.
- Serve diverse student needs through all programming of the institution.

PROMOTE QUALITY AND FLEXIBLE PROGRAMS AND SERVICES

- Identify and develop new markets to serve.
- Develop new and expanded programs in all areas of academics.
- Offer flexibility in serving our various constituents.
- Promote the institution, both internally and externally, through proactive communications with our interested stakeholders.

PROCURE AND ALLOCATE ESSENTIAL RESOURCES

- Develop relationships with individuals, corporations, and industries that share our desire to serve the community through involvement in the Mayland Foundation in general and the Capital Campaign in particular.
- Expand Mayland offerings through the development of facilities both on and off campus.
- Support North Carolina Community College System efforts to secure the necessary funding by informing and educating our community about the benefits they receive from the college.

PROMOTE LEARNING THROUGH TECHNOLOGY

- Continue to expand the educational offerings through distance education.
- Develop a comprehensive technology plan that includes all elements of technology throughout the college.

IMPROVE ACCOUNTABILITY PROCESSES

- Develop a process of reviewing and evaluating programs and processes throughout the institution.
- Develop a conceptual framework for planning at the college that will lead to effective budgeting and program offerings.
- Continue efforts to complete the Performance Management Plan.
- Finalize efforts at developing an efficient and fair Salary Plan.

GENERAL INFORMATION

MAYLAND
COMMUNITY COLLEGE

I. GENERAL INFORMATION

The main campus of Mayland Community College is located on Highway 19E, four miles east of Spruce Pine. The College also operates an Avery Campus in Newland and a Yancey Campus in Burnsville.

ACCREDITATION

Mayland is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools *(1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number (404) 679-4501)* to award certificates, diplomas, the Associate in Applied Science, Associate in Arts and Associate in Science Degrees.

The Associate Degree Nursing Program has been approved by the North Carolina Board of Nursing, and the College has been accredited by the N.C. Criminal Justice Education and Training Standards Commission. All degree and diploma programs and the General Educational Development (GED) courses are approved by the Department of Veterans Affairs.

EVENING AND OFF-CAMPUS OFFERINGS

The College is operational both day and evening. Working students can fit coursework around their work schedules and in some programs can complete all work toward a diploma or degree by attending only in the evening. The College also has off-campus classes, which include both credit and non-credit courses.

VISITORS

Visitors and prospective students are always welcome at Mayland Community College. Group tours may be scheduled through Student Development (828-765-7351 or 1-800-4-MAYLAND). Members of the Student Development staff and student ambassadors will conduct tours and answer questions about programs. Visitors must register at the entrances upon arrival to campus and park in visitors' spaces.

TOBACCO-FREE CAMPUS POLICY

The Board of Trustees has established that the campus of Mayland Community College shall, with the exception of designated areas, be tobacco-free.

The use of tobacco is prohibited in all college buildings and college-owned vehicles; however, it is permitted in the several outdoor areas that have been designated by the President as smoking areas.

POSSESSION OF FIREARMS AND OTHER DANGEROUS WEAPONS POLICY

The possession, whether concealed or otherwise, of firearms or other weapons as defined in N.C.G.S. 14-269.2 on the campus and grounds of Mayland Community College or off-campus locations where classes and/or activities are being conducted under the auspices or on behalf of the College is forbidden except as provided by statute or policy adopted by the Board of Trustee.

Exceptions to the general policy statement include:

- Sworn law enforcement officers may carry their fire arms or other weapons on their person only when called to conduct official business on the campus and grounds of Mayland Community College.
- Sworn law enforcement officers who enroll in educational classes and/or activities conducted under the auspices of the College may carry firearms or weapons only while attending classes or training that specifically require the use of such weapons at all times, subject to institutional procedures and diretives and orders of college representatives.

COLLEGE/WORKPLACE ANTI-VIOLENCE POLICY

The safety and security of all students, faculty, staff and customers is an appropriate concern of Mayland Community College. Acts of violence made by or against any of the aforementioned are not permitted. Students, faculty and staff or vendors committing acts of violence are subject to disciplinary action that may result in suspension of privileges, suspension and/or dismissal from the College, and/or prosecution under the appropriate general statutes.

PARKING AND TRAFFIC POLICIES

The Board of Trustees of Mayland Community College has authorized the enactment and implementation of regulations, guidelines and procedures for the management of parking and traffic at the College and access roads leading to the College.

- All regulations, guidelines and procedures are in accordance with the provisions of Chapter 115D-21 of the North Carolina General Statutes and other applicable local, state or federal ordinances.
- Users of College streets, roads, driveways, and access roads shall do so in a manner consistent with applicable ordinances.
- The President has the right to deny use of College streets, roads, driveways and access roads to any individual, group or organization deemed to be in violation of College parking and traffic regulations, or for any other reason.
- The speed limit on all College streets, roads, drive ways and access roads is twenty (20) miles per hour.
- Reasonable provisions shall be made for the towing

or removal of unattended vehicles found to be in violation of College parking and traffic regulations.

Please note: All curriculum students, faculty and staff must have a valid parking permit. These are available through the College Bookstore. Additional rules, regulations and ordinances related to this policy are contained in the current edition of the Student Handbook and are available to all students, employees and visitors to the College.

FACILITIES USE POLICY

Mayland Community College makes its facilities available for civic, cultural, educational and/or recreational activities as authorized by the President or his/her designee. Details are available upon request from the office of the Vice-President of Instructional Services.

CAMPUS CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. The Act requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

In North Carolina, information on registered sex offenders may be obtained through the Internet at: http://sbi.jus.state.nc.us/DOJHAHT/SOR/Default.htm
The registry may be searched by last name, zip code, county of residence, or status. Additional information regarding the Act may be obtained in the President's Office.

COMPUTER USE POLICY

Because the rapid pace of changes in technology also changes the ways that information may be accessed, processed, communicated and distributed by members of the College community, and because in a free and democratic society access to information is a fundamental right of citizenship, Mayland Community College supports the principle of open access to information resources by students, and encourages the development by faculty and staff of appropriate skills to make use of such resources.

ACCEPTABLE AND UNACCEPTABLE USES

Computing resources owned and/or operated by Mayland Community College are intended for the use of its students, faculty, staff and other authorized individuals for purposes directly related to instruction.

It is not acceptable to utilize or make use of the computing resources of Mayland Community College:

- For any purposes prohibited by federal or state law;
- For commercial gain or profit;
- To create or propagate computerized viruses;
- To access, display, make accessible, play, publish or transmit any annoying, discriminatory, indecent, lewd, obscene, pornographic, offensive, racist, sexist, threatening or harassing language and/or materials;
- To transfer copyrighted materials to or from any computer system, or via Mayland Community College's computer networks, except as permitted by law or by written agreement with the owner of the copyright; and
- To attempt to obtain unauthorized computer access or privileges, or to attempt to trespass in the files, folders or work of another individual.

Further, it is not permissible to deliberately attempt to damage and/or sabotage institutional computers, computer software or computer networks.

OFFICE HOURS

- Administrative offices and all service offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m.
- The Student Development Office is open until 6:00 p.m. Monday through Thursday evenings.
- The Bookstore is open Monday through Thursday 8:00 a.m. - 6:00 p.m. and Friday 8:00 a.m. - 4:00 p.m.
- Office hours of instructors are posted on their office doors at the beginning of each academic term.

Notes

STUDENT DEVELOPMENT

MAYLAND
Community College
Excellence Within Reach
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MAYLAND
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1500HT
Wilson

MAYLAND
COMMUNITY COLLEGE

II. STUDENT DEVELOPMENT

The mission of Student Development is to develop programming designed to enhance the quality of students' lives and to assist them in their personal and professional development. From pre-admission to post graduation, Student Development seeks to provide opportunities designed to develop students holistically while facilitating their progress, persistence and attainment of educational goals. The Student Development Office provides a variety of support services to prospective students and enrolled students.

GENERAL ADMISSION REQUIREMENTS

Mayland Community College operates under the "Open Door" policy of the North Carolina Community College System. Instruction is open to any individual 18 years of age or older who is not presently enrolled in high school.

Requirements for admission to programs leading to an associate degree, diploma or certificate:

1. High School graduation or state-approved equivalent education.
2. Transcripts from high school and post-secondary institutions attended.

A student without a transcript by the end of the first semester of enrollment will not be eligible to enroll for the following semester.

3. Completion of the Mayland Computerized Placement Test (CPT) for students taking courses requiring reading proficiency, English and/or mathematics.

To enter diploma programs, a student must have either a high school diploma or a GED certificate. Mayland Community College strongly encourages concurrent enrollment in our GED program for the following certificate programs that do not require high school graduation or state-approved equivalent education for initial enrollment:

Autobody Repair Level I Certificate	C 60 10 0 C1
Autobody Repair Level II Certificate	C 60 10 0 C2
Carpentry Commercial Certificate	C 35 18 0 C
Carpentry Residential Certificate	C 35 18 0 R
Cosmetology Certificate (Manicure)	C 55 14 0
Electrical/Electronics Certificate Residential Wiring	C 35 22 0 RW
Electrical/Electronics Certificate Industrial Wiring	C 35 22 0 IW
Esthetics Certificate	C 55 23 0
Masonry Certificate	C 35 28 0
Plumbing Certificate	C 35 30 0
Welding Tech. Certificate Lev. I	C 50 42 0 C1
Welding Tech. Certificate Lev. II	C 50 42 0 C2

The above programs are not eligible for Pell or other federal or state financial aid.

ADMISSION PROCEDURES

A person wishing to enroll in any curriculum offered by Mayland Community College should:

1. Obtain an application from the Student Development Office or from a local high school guidance office.
2. Make an appointment to meet with an Admissions/Retention Advisor for assistance with the application, transcripts and placement testing.
3. Submit the properly completed application form.
4. Request that transcripts of previous educational experiences be sent directly to the Assistant Registrar.
5. Take the Mayland Computerized Placement Test (CPT). This is not an entrance exam. Its purpose is to determine proper course placement in math, English and reading courses.
6. Meet with an assigned faculty advisor once the application is completed.
7. Receive notification by letter when all admission procedures have been completed.

ADMISSIONS ADVISING

Each student seeking information about admission to Mayland Community College should make an appointment with an Admission/Retention Advisor (ARA). ARAs provide general information about the college offerings, assist with the application, transcript requests, and placement testing, as well as provide basic information about financial aid and scholarships. ARAs also refer students to other needed services, for example career counseling or personal counseling.

After students are admitted, the ARAs continue to serve as retention counselors if students need additional resources or support systems in order to achieve academic goals.

SPECIAL ADMISSION REQUIREMENTS

ASSOCIATE DEGREE NURSING PROGRAM

Admission to the Associate Degree Nursing program is based on a competitive ranking system. The admission requirements for the A.D.N. program include the following.

1. Current Mayland application on file.

2. Complete application specifically for the A.D.N. program January 1 through February 28 before the fall you wish to enter.
3. High School or state approved equivalent education diploma.
4. Prove proficiency with previous college courses or achieve minimum scores on the computerized Placement Test (CPT) in Math, Reading, and English. CPT must be taken within five years of application for admission to the nursing program.
5. Prove proficiency in chemistry and biology with either previous college course work or proficiency exam. Courses or exams must be taken within five years of application for admission to the nursing program.
6. Achieve minimum passing score on the Nurse Entrance Test (NET).
7. Have at least a 2.0 overall grade point average and a "C" or better in any previously taken non-nursing required courses.
8. Be free from any physical or emotional disability that would prevent the performance of safe nursing duties.
9. All math, chemistry, and biology courses must have been completed within five (5) years prior to application.
10. A criminal background check, paid by the student, will be conducted on all students prior to admission into the program.

Students who have completed the application process and meet all requirements for admission will be placed in rank order according to the points accumulated.

ADVANCED PLACEMENT ADMISSION to the Associate Degree Nursing program includes the above requirements **and** the following:

1. Completion of an Mayland application form and an Advanced Placement ADN application form between August 1 and September 30.
2. Current, unrestricted license to practice as a Practical Nurse in North Carolina.
3. Completion of preparatory courses described in the application packet.
4. Acceptable scores on the *National League of Nursing (NLN) Acceleration Challenge Exam.*
5. Documentation from a supervisor of at least six (6) months prior full-time employment, or the part-time equivalent, as an LPN in an acute care or a long-term care setting. This employment must have occurred within one (1) year prior to applying to the nursing program.
6. Documentation of IV therapy certification through a continuing education program such as MAHEC or documented IV therapy competency through the employment setting.

PRACTICAL NURSING PROGRAM

Admission to the Practical Nursing Diploma Program is based on a competitive ranking system. The admission requirements for the PN program include the following:

1. Current Mayland application on file.
2. Complete application specifically for the PN program before the fall semester you wish to enter.
3. High school or state approved equivalent education diploma.
4. Prove proficiency with previous college courses or achieve minimum scores on the Computerized Placement Test (CPT). CPT must be taken within five years of application for admission to the nursing program.
5. Achieve minimum passing score on the Nurse Entrance Test (NET).
6. Have at least a 2.0 overall grade point average and a "C" or better in any previously taken non-nursing required courses.
7. Be free from any physical or emotional disability that would prevent the performance of safe nursing duties.
8. All math and biology courses must have been completed within five (5) years prior to application.
9. A criminal background check, paid by the student, will be conducted on all students prior to admission into the program.

Students who have completed the application process and meet all requirements for admission will be placed in rank order according to the points accumulated.

MEDICAL ASSISTING PROGRAM

Students are admitted to the Medical Assisting Program who have completed the application process and met all requirements in the order the applications are received.

1. Current Mayland Community College application on file.
2. Complete application specifically for the Medical Assisting program.
3. High school or state approved equivalent education diploma.
4. Prove proficiency with previous college courses or achieve minimum scores on the Computerized Placement Test (CPT) in Math, Reading, and English. CPT must be taken within five (5) years of application to the nursing program.
5. Prove proficiency in keyboarding and computers with either previous college course work or proficiency exams. Courses or exams muct be taken within five (5) years of application for admission to the nursing program.
6. Have at least a 2.0 overall grade point average and a "C" or better in any previously taken required courses.
7. Be free from any physical or emotional disability that would prevent the performance of safe medical assisitng duties.

8. All computer, math, and biology courses must have been completed within five (5) years prior to application.
9. A criminal background check, paid by the student, will be conducted on all students prior to admission into the program.

More information can be obtained from the Admissions/Retention Advisor for the Health Programs in the office of Student Development.

BASIC LAW ENFORCEMENT TRAINING (BLET)

The requirements for admission to Basic Law Enforcement Training are:

(1) Students must be US citizens;
(2) Students must possess a high school diploma or GED certification;
(3) Students must pass a physical exam;
(4) Students must be at least 21 years old;
(5) Students will undergo a background check.

Please see the BLET school director prior to enrollment in BLET.

EARLY CHILDHOOD EDUCATION

The requirements for admission to the Early Childhood Education program will include a personal background check. Contact department chair for more information.

HIGH SCHOOL DUAL ENROLLMENT

Individuals between 16 and 18 years of age may be admitted to appropriate courses at Mayland Community College in accordance with *North Carolina General Statutes* and the *North Carolina Administrative Code for Community Colleges*. Admission requirements include joint approval of high school/home-school and Mayland Community College officials.

STUDENTS TRANSFERRING TO MAYLAND

Students may be admitted with advanced standing by transfer from accredited colleges and universities and from previous programs taken at Mayland Community College. Transfer students must be eligible to return to the last institution attended. If the student is admitted, his or her record will be evaluated to determine the amount and type of credit to be transferred. However, at least one-fourth of the credit required for a degree must be completed at Mayland Community College. Any exceptions will be made by the President.

NON-DEGREE SEEKING STUDENTS

Students who plan to take one or more courses, but not pursue a degree, will be admitted after completing an application form and the Mayland Community College Computerized Placement Test for those taking courses requiring proficiency in reading, English and/or mathematics.

STUDENTS WITH DISABILITIES

Federal law prohibits Mayland Community College from making preadmissions inquiries about disabilities. Information regarding a disability, voluntarily given or inadvertently received, will not adversely affect an admission decision. If a student requires special services such as an interpreter or taped textbooks because of a disability, he/she should notify the director of S.O.A.R. or the Counseling Center at least six weeks in advance. This information will allow the College to prepare appropriate support services to facilitate learning. This information will be kept in strict confidence and has no effect on admission to the College.

FOREIGN STUDENT ADMISSION

Mayland Community College admits non-immigrant students with proper authorization through the Immigration and Naturalization Service. However, the college is currently seeking SEVIS approval.

Application for admission should be made at least two months prior to the semester in which an applicant plans to enroll. Non-immigrant students are treated as nonresident students with respect to tuition and fees. A nonresident of the United States who has resided in North Carolina for a 12-month qualifying period and has filed an immigrant petition with the United States Immigration and Naturalization Service shall be considered a State resident for community college tuition purposes. The college cannot provide financial aid to foreign students; therefore, students must have sufficient funds to cover all living expenses, tuition and fees while attending the college. Student housing is not available on campus, and foreign students are expected to make their own arrangements for housing.

1. For foreign applicants seeking enrollment in distance education courses only, an application for admission and proof of prerequisite proficiency is sufficient for admission. Contact an Admission/Retention Advisor (ARA) for more information.
2. The following items are required for students seeking educational visas:

A. Application for Admission and Resident Status Application:

The application form is provided by the college and should be completed and returned to initiate the admission process. To implement the in-state tuition provision we must obtain documentation of the filing of an immigrant petition (*Form I 797, Notice of Action*) provided to the petitioner from the Immigration and Naturalization Service.

B. Academic Records:
A certified copy of the original educational record, to include all previous academic experiences, is required. If the original copy of this record is written in a language other than English, then a certified copy of an English translation is required. All transfer students must provide copies of transcripts from previous institutions.

C. TOEFL:
The *Test of English as a Foreign Language* is required of all applicants, except those from countries where English is the only official language, or the applicant is a transfer student from an accredited United States college or institution with English transfer credit. The minimum acceptable TOEFL score is 500 written and 173 computer score.

D. Affidavit of Support:
A completed Form I-34, signed and notarized signature on financial resource statement is required of all applicants. The supporter must provide an official letter from his/her banking institution giving information on the types of account(s), balance(s) and length of time he/she has been banking with the institution. A minimum of $4,000 must be deposited upon admission to the college.

E. Report of Medical History:
A completed statement of medical history signed by a practicing physician is necessary. A record of updated immunization history.

F. Transfer Clearance:
A Transfer Clearance Form must be completed by all students who are currently residing in the United States for the purpose of attending school. The form must be completed, by the last authorized institution attended.
Upon receipt of all items listed above, an admission decision will be made and the applicant will be notified as soon as possible. If the decision is a positive one, then an US Department of Justice Form I-20 Certification of Eligibility will be prepared and forwarded with a formal acceptance letter.

Students are reminded that it is their responsibility to know the expiration date of their student visa, their personal passport and the completion date for their program of study as listed on their I-20.

International students are required to maintain their student status by completing classes on a full-time basis (12 credit hours each semester). Students requesting part-time status must have written approval from the Vice President of Student Development before carrying a part-time load of classes. Failure to comply with this regulation will place the student in an "out-of-status" situation that will result in mandatory reinstatement paperwork or travel. Specific and acceptable reasons for approved part-time status will be discussed on an individual and personal basis with the Vice President of Student Development.

Students who require additional time to complete their studies will need an extension of stay. They are required to present a typewritten memo from their academic advisor or dean stating the reason for the extension and a new expected program completion date. This memo must be on Mayland Community College letterhead. Telephone calls and/or handwritten memos are not acceptable. Failure to provide the required documentation before the current I-20 completion date will place the student in an "out-of-status" situation. Although the processing regulations for students on F-1 visas vary, the department memo is required from all students.

Students entering the country on a B-2 tourist visa are not allowed to enroll in a complete academic program of study. They may take some credit classes not to exceed 15 credit hours. Students who enter the US on a waived tourist visa cannot convert their visa under any circumstances and will be required to exit the country, return to their home country and get the proper visa before they will be allowed to study.

Students are reminded that the Vice President of Student Development must sign their I-20 before any travel outside the US. Please do not wait until the last minute to have these documents signed. Reminder: This office will not rush process any requests for paperwork. You will need to allow the minimum amount of time (two-three days) for processing; depending on the type of paperwork you need from this office. It is our responsibility to allow for the appropriate amount of time to process your paperwork.

ADDITIONAL PROCEDURES

READMITTANCE

Students re-entering after two semesters of non-attendance will be placed into the guidelines of the current catalog for graduation purposes.

Expelled or suspended students could be readmitted during a subsequent semester by completing a *Justification for Readmission Statement*, which will be reviewed by the Vice President of Student Development and Vice President of Instructional Services. Grounds for expulsion or suspension are found in the Student Conduct Code located in the *Student Handbook* or in the Academic Warning, Probation and Suspension System as described in this catalog.

AUDITING COURSES

Students who wish to audit courses must follow regular registration procedures. They will be admitted to class only if there is room after students taking the course for credit are admitted. Audits are to be declared and noted during the first 5 days of the semester. After the drop/add period, a course designation may not be changed from credit to audit or from audit to credit

Auditing students are charged the same tuition rates credit students are charged but do not receive credit for courses audited. They are expected to observe all attendance and other regulations. Hours taken through audits will not be included in determining enrollment status or eligibility for financial assistance.

TUITION, FEES AND EXPENSES

TUITION*

In-State: Tuition is $35.50 per credit hour up to 16 credit hours for all semesters.

Out-of-State: Tuition is $197.00 per credit hour up to 16 credit hours for all semesters.

** Charges for tuition are subject to change as determined by the North Carolina General Assembly. Charges are based on 2002-2003 figures.*

	Out-of State	NC Resident
Tuition per semester		
Fall	$3,152.00	$568.00
Spring	$3,152.00	$568.00
Summer	$3,152.00	$568.00
Total for year	$9,456.00	$1,704.00

FEES

Activity Fee: *Fall Semester*: Students registered for 9 or more credit hours will be charged $16. Students registered for 1 to 8 credit hours will be charged $10.

Spring Semester: Students registered for 9 or more credit hours will be charged $12. Students registered for 1 to 8 credit hours will be charged $8.

Summer Semester: No activity fee is charged.

A portion of the activity fee covers graduation expenses.

Additional Fee: A fee of $16 is charged to all students registered for 12 or more credit hours. Students registered for 1 to 11 credit hours will be charged $8 for each semester.

INSURANCE

All curriculum students (full-time and part-time) are required to purchase insurance to cover accidents associated with school activities. This group insurance costs an average of $1.65 per semester, subject to yearly assessment.

Students may file an insurance claim by completing a form available from the Vice President of Student Development or at the Student Development window.

PAYMENT

Payment may be made using cash, check, Visa and MasterCard. Out-of-country checks will not be accepted. If you receive financial aid, contact the Financial Aid office for information on how to insure that your charges are covered. Payment is expected on or before Registration Day.

Third Party Authorization: If you are sponsored by a third-pary, it is your responsibility to ensure that your written authorization is received at Mayland at least five (5) working days before Registration Day. If authorization letters are not received five (5) working days before Registration Day, the student is responsible for 100% payment. Failure to do so will result in the student being removed from his/her class.

LATE REGISTRATION FEE

There is a $5.00 processing fee for late registration in curriculum programs.

OTHER EXPENSES

- Books and Supplies: The cost of books and supplies varies greatly from program to program, and from one semester to another. Generally, this cost will be around $80 for a used textbook to $100 for a new textbook. Therefore, book prices could range from $400 to $500 per semester.
- Cosmetology Program: Each cosmetology student will be required to purchase a basic kit with Pivot Point textbooks for $915, as well as black uniforms and shoes, a name tag, mannequins, a hair dryer, and a marcel iron.
- Physical Education: Courses may require a special fee to defer the cost of equipment and facility rental.
- Photocopying: The cost of photocopying varies greatly from program to program, and from one semester to another.
- Associate Degree Nursing Program: Students in the Nursing Program will be required to buy uniforms, shoes and achievement tests; pay for photocopying; provide transportation to clinical sites; and pay additional graduation expenses.

Approximately $2,500-$3,000 will be required to pay total costs, except transportation.

EXPENSE WAIVERS

- North Carolina residents age 65 and older, high school students, and prisoners are not required to pay tuition or activity fees. These students may be required to purchase student accident insurance for certain courses.
- Students preparing to take the *General Education Development Tests* for a high school equivalency certificate do not pay tuition, activity fee or insurance, however, a $7.50 fee is required to take the GED exam.
- BLET students are exempt from tuition if they meet requirements set forth in the *North Carolina Administrative Code—Chapter 12, Sections 9 and 10*; however, they are required to purchase student accident insurance.

REFUNDS

Tuition and fees may be refunded following the guidelines established by the North Carolina Administrative Code, which is subject to revision. Consult your advisor or Student Development for the latest regulations.

- Upon request, you may receive a partial refund if you properly withdraw from the class(es) before the 10 percent point of the class(es) in question. This does not include fees or books.
- For contact- hour classes, ten (10) calendar days from the first day of the classes is the date by which refunds are determined.
- 100% refunds are made only if a class is dropped on or before the first day of the semester at Mayland Community College or if a class fails to materialize.
- Upon approval, students are eligible for bookstore refunds up to five (5) days after the purchase date only with submission of receipt .
- If you withdraw from Mayland Community College after the 10 percent point and before the end of a semester and the reason for withdrawal is approved by the Vice President of Student Development, you may be allowed a refund for tuition and fees. You must make the request in writing to the Student Development office.

RESIDENCY STATUS FOR TUITION PURPOSES

To qualify as a North Carolina resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and must have maintained that legal residence for at least twelve months prior to his/her classification as a resident for tuition purposes. Every applicant for admission will be required to make a statement as to his/her length of residency in the state and may be asked for additional information to support a residency claim. Each student will be classified by the Admissions staff as either a resident or non-resident of North Carolina. A student may appeal his/her residency classification to the Vice President of Student Development within 30 days of the decision.

Out of state residents may be eligible for in-state rates if the following requirements are met:

- Employed by a North Carolina based business which has agreed to pay tuition
- A request for the in-state tuition rate must be made on said employer's letterhead
- A copy of the employee's pay stub must be submitted to verify employment
- The employee's tuition must be paid with said employer's check

PLACEMENT TESTING

Most entering curriculum students, not having prior college credits in English or mathematics, will take the *Computerized Placement Tests* (CPTs) through the Admissions Office. The CPTs provide information on a student's skill level in reading, English and mathematics and help determine the appropriate courses in these areas for the student's chosen curriculum. The tests are untimed. If placement test scores indicate above average skill, a student may be allowed to exempt particular classes. If the scores indicate developmental work is needed, the student may be placed in skill-building classes. Credits for developmental courses do not count toward the required number of credit hours for graduation. If courses have been taken at another college, or if a student has taken the SAT or ACT test, or received Advanced Placement credits in high school, the CPTs may not be needed. Transcripts, SAT, ACT and Advanced Placement scores need to be evaluated before a student takes the CPTs. Special testing accomodations are available to students with disabilities. The Support Options for Achievement and Retention (S.O.A.R.) Office is the area to notify in advance for special testing accommodations.

FINANCIAL AID

Mayland Community College seeks to provide financial assistance to students who otherwise would not be able to continue their education. Types of aid available include scholarships, grants, part-time work, child care and tax credits. All students are encouraged to apply for financial assistance. Counselors in Student Development are available to advise students in applying for financial aid.

ELIGIBILITY REGULATIONS AND REQUIREMENTS

Students who receive *Title IV* federal aid and then drop out before the 60% point of the semester will be required to pay back a percentage of the aid. Failure to repay will result in the loss of eligibility for further *Title IV* aid until the amount due is repaid in full.

Student eligibility for financial assistance is determined by the *Free Application for Federal Student Aid* and the *Mayland Community College Scholarship Application*. All information received in the Mayland Financial Aid Office will remain confidential. Awards are made according to federal, state and local regulations. Students' need is determined by subtracting the expected family contribution (EFC) from the total educational cost (COA). Information submitted may be subject to documented verification.

The school reserves the right to review and make adjustments to awards if the student becomes overawarded, if the student's resources change, or if there are other changes in the student's financial need.

Students in default of a student loan or repayment of a grant cannot be awarded financial aid under *Title IV Federal Regulations*.

Students receiving financial assistance are required to demonstrate academic progress, as well as earn a minimum of 24 credit hours per academic year when receiving financial aid as a **full-time** student, 18 credit hours per academic year when receiving financial aid as a **three-quarters time** student, and 12 credit hours per academic year when receiving financial aid as a **half-time** student.

Students who lose their financial aid may re-establish their eligibility by completing 6 credit hours in a semester with a 2.00 GPA without the benefit of financial assistance.

Financial aid awards are not made on the basis of any disability, race, color, sex or national/ethnic origin.

If a student's financial aid award has not been approved by Mayland, 100% payment will be expected no later than Registration Day. Failure to do so will result in the student being removed from his/her classes.

APPLICATION PROCEDURES

GRANTS AND WORK STUDY

Students applying for all financial aid should file the *FAFSA* (*Free Application for Federal Student Aid*). This application is used to determine eligibility for all federal aid, including: Pell Grants, College Work-Study, and the Supplemental Educational Opportunity Grant (SEOG). It also is used to determine eligibility for the North Carolina State Incentive Grant and the North Carolina Community College Grant. There is no fee charged to process this application.

For Mayland students who wish to enroll in *RAVEN (Regional Audio/Video Education Network)* classes, the financial aid application process is similar to that for on-campus classes. Requirements for telecourses, Internet courses, and teleweb courses, which are all monitored by Mayland instructors are considered the same as normal classroom instruction.

However, courses from other colleges offered through *FOLDER (Functioning Online Listing of Distance Education Resources)* **do have** additional paperwork requirements. In order to receive any type of *Title IV* aid, these students must submit the following documentation: 1. copy of registration form showing the course number, section number, course title, number of credit hours, and total charges; 2. copy of tuition and fee payment receipt; 3. confirmation by letter or e-mail from the course instructor that the student is enrolled and participating in the online class.
All students picking up Financial Aid Checks from the Business Office must present a form of Picture I.D. **ABSOLUTELY NO STUDENTS** will be allowed to pick up a check without valid identification.

MAYLAND COMMUNITY COLLEGE SCHOLARSHIPS

Any student who wishes to apply for a scholarship may complete the *Mayland Community College Scholarship Application*, which may be obtained at the Student Development window. Applications for scholarships awarded for Fall Semester must be received by the Student Development Office by July 1. Applications for scholarships awarded for Spring Semester must be received by the Student Development Office by November 15.

All applications for financial aid are available in local area high school guidance offices and in the Student Development area of the Mayland's Gwaltney Hall.

SATISFACTORY ACADEMIC PROGESS STANDARDS FOR FINANCIAL AID

The Higher Education Act of 1965, as amended by Congress in 1980, mandates institutions of higher education to establish minimum standards of "satisfactory progress" for students receiving aid. For the purpose of maintaining consistency among all students receiving financial aid administered by the Mayland Financial Aid Office, the standards are applicable to all financial aid programs including all federally sponsored Title IV programs.

DEFINITION OF SATISFACTORY PROGRESS BY QUALITATIVE STANDARDS

To receive initially or continue to receive financial aid at Mayland, a student must demonstrate satisfactory academic progress by maintaining at or above a 2.0 cumulative grade point average, with a 66 percent or greater completion rate of attempted credit hours. Once a financial aid student has fallen below a 2.0 cumulative grade point average or falls below the 66 percent completion rate they are placed on probation.

QUANTITATIVE STANDARDS

The Federal Government will allow students to receive financial aid up to 150 percent of the amount of time it takes to earn a degree/diploma/certificate as stated in the "Curriculum Description" of each curriculum program in the Mayland catalog. For example, full-time students majoring in a curriculum established as 65 hours may receive financial aid for 97 hours to complete the program, providing the academic progress standards stated in the catalog are met. To make satisfactory progress, students must complete at least 66 percent of the credit hours attempted to meet the minimum requirements.

When a student re-enters college or changes majors, prior credits applying to the current major will be calculated in the required 150 percent time frame.

SATISFACTORY ACADEMIC PROGRESS

The specific procedures for applying the satisfactory progress standards are outlined below:

1. Satisfactory progress will be evaluated prior to each payment period on a semester basis.
2. Grades of "F," "I," "WF," "W," "WP," "SP" and "Y" will not qualify as successful completion of credit hours attempted.
3. Repeated courses for which the student initially received a grade of "I" and was paid will not qualify for repayment. Likewise, courses repeated that were previously completed with an "A" will not qualify for repayment.
4. Audited classes are not counted in the number of hours to be considered when determining enrollment status for Pell Grant calculation and other financial aid.
5. Transfer credits from other post-secondary institutions will be used to determine satisfactory progress.
6. Except for courses in English as a Second Language, up to 30 credit hours worth of non-

credit or reduced credit remedial coursework may qualify for payment.

7. A student who fails to demonstrate satisfactory progress, as defined will forfeit all financial aid awarded and disbursements will be terminated.
8. The maximum enrollment time frame will be pro-rated for those students who enroll on a less than full-time basis.

FINANCIAL AID PROBATION

Once a financial aid student has fallen below a 2.0 cumulative grade point average or falls below the 66 percent completion rate, he/she is placed on probation. While on probation, if a 2.0 GPA is not achieved for the semester, then financial aid is terminated. When financial aid is terminated, procedures to reinstate financial aid are required as stated in the Mayland Community College Catalog. However, each semester a student is satisfactorily maintaining a 2.0 GPA, he/she may remain on probation until the 2.0 cumulative GPA is achieved. At this point the student would no longer be on financial aid probation.

APPEAL OF FINANCIAL AID TERMINATION: To appeal financial aid termination, a student must be able to demonstrate mitigating circumstances. The procedure for appeal is:

1. A student will indicate in writing to the Director of Financial Aid the reasons why satisfactory progress was not met and why financial aid should not be terminated. Documentation to support the appeal is required.
2. Within five working days, the Director of Financial Aid will call a meeting of the Financial Aid Committee to review the appeal to determine whether termination of aid is justified. The student will be advised of the decision in writing within five working days of the meeting.
3. If the student disagrees with the finding of the committee, the student may file a grievance using the Student Grievance Policy.

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY: Should a student lose financial aid eligibility due to not meeting the satisfactory progress definition, termination will continue until the student enrolls for a subsequent academic term at his/her own expense and completes at least six (6) credit hours with a 2.0 GPA.

TYPES OF AID

FEDERAL PELL GRANT PROGRAM

The purpose of the Federal Pell Grant is to provide eligible students with a foundation of financial aid for post-secondary education. Any student working toward a degree/diploma/certificate may be eligible for the grant, which ranges from $400-$4,050, depending on the number of credit hours enrolled each semester and the Expected Family Contribution (EFC) as calculated by the Department of Education.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

This grant is for students demonstrating exceptional need to meet their costs of education.

FEDERAL COLLEGE WORK-STUDY PROGRAM

This aid is intended to provide eligible students employment to assist in paying their expenses to attend college. The Mayland Financial Aid Office endeavors to assign the student to work in an area related to intended career objectives. A student must be eligible to receive a Pell Grant in order to be eligible to receive Work-Study Aid.

NORTH CAROLINA STUDENT INCENTIVE GRANT

Students with exceptional financial need may receive a NCSIG. The requirement for consideration of the NCSIG is to complete the *FAFSA* by March 15 each year. No other form is required.

NORTH CAROLINA COMMUNITY COLLEGE GRANT

The North Carolina Community College Grant is funded by an appropriation made by the North Carolina General Assembly in 1999 and provides the largest financial need-based student assistance program in the history of the North Carolina Community College System. It is the intent of the General Assembly that the Community College System make these financial aid funds available **to the neediest students who are not eligible for other financial aid programs that cover their required educational expenses**. Students who are ineligible to receive a **full** Pell Grant award are considered for this need-based grant. A requirement for consideration of the NCCCG is to complete the FAFSA by March 15 each year.

SCHOLARSHIPS

A number of scholarships are available at Mayland and eligibility requirements vary. Scholarship applications may be picked up and turned in after completion at the Student Development window. Applications for miscellaneous scholarships from various sources are posted on the Financial Aid Bulletin Board near the Financial Aid Office (Room 148). The financial aid page on the Mayland Website contains links to several financial aid resources on the Internet.

TAX INITIATIVES

On August 5, 1997, President Clinton signed into law the *Taxpayer Relief Act of 1997*, putting into place some ways through the tax structure that students can reduce their costs of education. Included under this act are the **Education IRA**, the **Hope Scholarship Credit**, **Lifetime Learning Credit**, and **Student Loan Interest Deductions**.

For additional information on these tax incentives, call 1-800-4-FED-AID or seek advice from your tax consultant or the IRS. You may also visit the IRS Website at www.irs.ustreas.gov and click on "Tax Info For You" at the bottom of the page.

EDUCATION IRA: This is a trust or custodial account that is created exclusively for the purpose of paying the qualified higher education expenses of the designated beneficiary of the account. Taxpayers, including the designated beneficiary, may deposit up to $500 per year, tax-free until withdrawal, into an Education IRA for anyone under the age of 18. Also, no tax is owed upon withdrawal from the IRA account unless the amount withdrawn is greater than the cost of the student's qualified higher education expenses.

HOPE SCHOLARSHIP TAX CREDIT: Taxpayers may be able to claim this credit for any out-of-pocket tuition and fees paid during the **first two years** of any family member's post-secondary education. The maximum credit a taxpayer may receive is $1,500 times the number of first- and second-year post-secondary students in the taxpayer's family. Individual taxpayers with $50,000 and above adjusted gross income, and taxpayers filing jointly with $100,000 and above adjusted gross income are ineligible.

LIFETIME LEARNING CREDIT: This credit may be claimed for out-of-pocket tuition and fees paid for any students in the taxpayer's family. Even though a taxpayer may not claim a Hope Scholarship Credit and a Lifetime Learning Credit for the same student in the same year, there is no limit to the number of years in which a Lifetime Learning Credit may be claimed for each student. Adjusted Gross Income eligibility limits are the same as those for the Hope Scholarship Tax Credit.

RESOURCES

VOCATIONAL REHABILITATION

Students with exceptional need may be eligible for financial assistance under the provisions of *U.S. Public Law 565*. Prospective students who feel they may qualify for this aid should contact the nearest office of the North Carolina Department of Vocational Rehabilitation.

NORTH CAROLINA DIVISION OF VETERANS AFFAIRS SCHOLARSHIPS

These scholarships are available to children of certain deceased, disabled or POW/MIA veterans. For further information, the student should contact the Veterans Service Officer in his/her home county.

VETERANS ADMINISTRATION BENEFITS

Most curriculum programs offered by the College are approved for Veterans Administration educational assistance benefits. Veterans, dependents of veterans and war orphans may be eligible for VA benefits.
For further information and assistance in establishing eligibility for educational benefits, the student should contact the Financial Aid Technician (room 155).

Veterans receiving VA benefits will be monitored under the same Satisfactory Progress Standards requirements as students who receive other financial aid.

WORKFORCE DEVELOPMENT PROGRAMS

Mayland Community College's Workforce Development Programs provide training, education and employment programs funded through both the federally funded Workforce Investment Act and North Carolina Employment and Training Programs. The purpose is to prepare adult and dislocated workers for employment or further educational and training through a variety of services that include:

Job Search & Placement Asst.

- Labor Market Info
- Assessment of Skills & Need
- Info on Available Services
- Comprehensive Assessments
- Development of Individual
- Employment Plans

EmploymentCounseling/ Case Mgt.

- Short-Term Prevocational Services
- Occupational Skills
- On-the-job Training
- Skills Upgrading
- Job Readiness Training

WIA Youth Services: WIA-funded programs provide services to both in-school and out-of-school youth combining year- round and summer training activities. These activities help eligible young people to achieve academic and employment success and to be prepared for life-long learning through an array of options that will improve their educational and skill competencies and provide connections to employees.

The Get REAL (Resources Employment Advancement Learning) System of Services offers resources for youth up through the age of 21 to help plan a career, get job experience, get advice on how to climb the career ladder and learn job training and searching skills. Programs are administered through the JobLink Career Centers in both Avery and Mitchell Counties. For more information about these services call 733-3901 in Avery County or 765-7758 in Mitchell County.

ESTIMATED COST OF ATTENDANCE

The following are annual estimated student expenses for a full-time, fall and spring semester student at Mayland.

	***Dependent**	***Independent**
Tuition and Fees	1229.00	1229.00
Books and Supplies	2200.00	2200.00
Room, board	2564.00	5100.00
Personal, miscellaneous	1500.00	1500.00
Transportation	4680.00	4680.00
TOTAL	**$12,173.00**	**$14,709.00**

** Some students may need to add the cost of out-of-state tuition or child care to these estimated expenses.*

ORIENTATION - ACA 111

Most majors at Mayland Community College require a mandatory orientation class during the first term of enrollment: ACA 111 - College Student Success.

This course introduces the College's physical, academic, and social environment and promotes the personal development essential for success as a student. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and such life management issues as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. Academic Advisors or the Student Development personnel can answer questions about this course.

COUNSELING CENTER

The Counseling Center is available to all current or prospective students, as well as alumni. A wide range of services are available free of charge. The office is located on the first floor of the Gwaltney Hall. Specifically, services include:

Career Counseling: Students can receive help in assessing their career interests and abilities, establishing career and educational goals and developing action plans for achieving those goals. A wide variety of career development resources are housed in the Counseling Center's Career Library, including books, videos, career assessments, Internet resources and extensive computerized information systems. Students can research any occupation or educational institution, enabling them to make well-informed decisions. Popular career assessments include the *Myers-Briggs Personality Inventory* and *DISCOVER*, a comprehensive career planning program.

Personal Counseling: Confidential counseling services are available for students who are experiencing personal problems that adversely affect their educational progress. Appropriate medical or agency referrals may be made if additional help is needed. Students may also receive assistance in areas of personal development such as time management, test anxiety, stress management and study skills.

Transfer Counseling: Students transferring to other colleges can receive assistance in making that transition. The Transfer Library, located in the Counseling Center, houses information for each college in North Carolina, including catalogs, crosswalks, applications, financial aid information and viewbooks. Software and Internet services are also available, allowing students to gain information on any college in the nation. A counselor can assist students in making decisions such as choosing their Mayland electives, deciding on a university, and preparing to transfer.

Job Search Skills Assistance: Students preparing to look for work can gain assistance in writing a resumé, developing interview skills, finding networking/shadowing opportunities, and developing job search strategies.

Employment Assistance: An on-campus Employment Security Commission advisor is available to help students identify both part-time and full-time job openings. A computer is provided in the Student Commons for accessing job opportunities online any time the College is open. Local job listings are also posted weekly on the Employment Assistance Office bulletin board for easy access.

Disability Services: According to the Americans with Disabilities Act, students with documented disabilities may receive reasonable accommodations to facilitate learning. Students should first contact the Counseling Center (or SOAR Program) to provide documentation of the disability and to determine appropriate accommodations. More extensive accommodations require 6 weeks notification prior to registration.

Students are also encouraged to contact the Counseling Center if they have questions, comments or suggestions for providing equal opportunity to students with disabilities.

ACADEMIC SUPPORT

The S.O.A.R. Program (Student Options for Achievement and Retention) is an academic support program designed to provide students the opportunity to complete their chosen curricula by increasing their options for academic success.

The program identifies and provides support activities that extend beyond what would normally be offered at the College. First-generation college students, (neither parent has a four-year college degree), low-income students, or students with physical or learning disabilities qualify for the program. S.O.A.R. is sponsored jointly by Mayland Community College and the U.S. Department of Education, TRIO Programs, Washington, D.C. Services available include:

- **BASIC SKILLS DEVELOPMENT** — Trained instructors assist students with basic skill development in reading, math and English and provide supplemental assistance in related areas.

- **ACADEMIC, PERSONAL AND FINANCIAL COUNSELING** — S.O.A.R. staff can help students develop academic and personal goals. They also give assistance in researching all available financial resources.

- **FREE TUTORING/PEER MENTORING** — Tutors and Peer Mentors are available to assist students with coursework, give information, or provide study skills help or whatever students need to be successful.

- **TRANSFER HELP** — Eligible students may receive assistance in transferring to four-year colleges and universities. Trips to area colleges, information on possible courses of study and exploration of financial resources are offered.

- **ASSISTANCE FOR STUDENTS WITH DISABILITIES** — Services such as notetakers, recorded texts, student advocacy, etc. are available to students with disabilities. Students are asked to contact S.O.A.R. prior to registration if such services are needed.

STUDENT RECORDS

Upon receipt of the application for admission from a prospective student, a student record file is established by the Registrar's Office. It is the policy of the College that this student record file shall be used throughout the student's enrollment to collect and maintain pertinent basic data relative to the individual's admission and academic progress.

The contents of the student record file are as follows: application for admission, transcripts of the student's previous educational record, placement test results, summaries of admissions and academic progress interviews, medical history, residency questionnaire, correspondence related to admission and academic progress. The contents of the student record file are the property of Mayland Community College and are maintained in accordance with the *Family Educational Rights and Privacy Act of 1974.*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

The *Family Educational Rights and Privacy Act (FERPA)* affords students with certain rights with respect to their educational records. They are:

The right to inspect and review the student's educational records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar, chief academic officer, head of the academic department or other appropriate official written requests that identify the records they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend records they believe are inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified to the right of a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is to College officials with legitimate educational interests. A *college official* is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another College official in performing his or her tasks.

A College official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

HOUSING

Mayland Community College has no dormitory facilities. Students who wish to live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing.

HEALTH SERVICES AND EMERGENCY PROCEDURES

Mayland Community College has no facilities or personnel for medical treatment other than for minor first aid and assumes no financial responsibility for injuries or sickness of students.

First aid supply kits are located in Gwlatney Hall at the Administrative Assistant Office-VPA Room 114, front desk (switchboard operator- main lobby), Learning Lab, the Learning Resources Center (circulation desk), and the Student Development desk. Kits are located in the Sam Phillips Building at the Bookstore, Cosmetology Department, Electronic's Department, Faculty Lounge (third floor), and Housekeeping Office (next to Sam Center- G-112). Kits locted in other buildings include Auto Body Building, Avery Campus (2), Public Safety Building, Welding Building, and Yancey Campus (2).

In the event of an emergency, accident or serious injury, individuals should notify the main switchboard operator or any of the following:

- Coordinator of Personnel Services
- Vice President of Student Development
- Safety Officer
- Vice President of Administrative Services
- Vice President of Instructional Services
- Night Administrator - who can be reached at either extension 292 or 306

COMMUNICABLE DISEASE POLICY

Individuals who have, or are perceived to have, a communicable disease or communicable condition shall receive fair and impartial treatment in all aspects of employment, administration of benefits, class attendance and Mayland Community College functions. In the case of an individual having a communicable disease or a communicable condition, employment or enrollment may be denied, terminated, or restricted only where it can be reasonably expected, given the condition of the individual and the known or reasonably suspected methods and manner of exposure, that there exists a real likelihood of transmission or infection to third parties by reason of continued or unrestricted employment or enrollment.

Persons who know, or who have reason to believe, they are infected with a communicable disease or communicable condition have an ethical and legal obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others.

SPORTS

Mayland offers men's and women's intercollegiate basketball. The college is a member of the National Junior College Athletic Association and the Western TarHeel Conference.

To begin a new sports activity, students may contact the Vice President of Student Development. If student interest is sufficient and a faculty or staff advisor can be secured, the activity may be approved and funded with student activity funds.

PEER MENTORS

Peer Mentors offer assistance to fellow students by serving as a resource concerning personal or academic concerns. New students are encouraged to seek this service in the S.O.A.R. Program office.

CHILD CARE

The Phillips-Gwaltney Child Development Center (PGCDC), Mayland Community College's self-supporting laboratory school, offers quality childcare for students, Mayland Community College staff and faculty, and the community. The Center provides a safe and nurturing environment that promotes the physical, social, emotional, cognitive and creative development of young children while responding to the needs of families. Through play, the children at PGCDC learn to solve problems, make choices, develop social skills and form patterns for learning.

The Center boasts a 5-star rated license, as well as being accredited through the National Association for the Education of Young Children (NAEYC).

To accommodate the great need for quality childcare, PGCDC opens at 6:00 am and closes at 5:30 pm, Monday through Friday. Nutritious meals, including breakfast, lunch and an afternoon snack, are provided. PGCDC also offers extremely competitive rates.

For more information call Liz Silvers or Regina Daniels at 765-1401 or log onto www.mayland.edu.

STUDENT CONDUCT POLICY

Students are expected to conduct themselves as mature and responsible individuals at all times, showing high regard and respect for the rights, privileges and property of others, including college facilities and property. Student behavior is subject to federal, state and local laws.

Students are expected to perform honest academic work and follow established College policies and procedures.

Violation of any College regulations or applicable federal, state or local statutes may result in administrative action up to and including suspension or expulsion. Information on the Student Code of Conduct Procedures may be found in the Student Handbook.

SEXUAL HARASSMENT POLICY

It is the policy of Mayland Community College that sexual harassment in any form is not tolerated at the institution. The College does not condone the sexual harassment of its students, faculty or staff. All students found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic performance; or
2. submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

The creation of an intimidating, hostile, or offensive environment may include such actions as persistent comments on a student's or employee's sexual preferences or the display of obscene or sexually oriented photographs or drawings.

Sexual harassment does not include personal compliments welcomed by the recipient or social interaction or relationships freely entered into by students, prospective students or employees.

STUDENT GRIEVANCE POLICY

A student grievance is any matter of concern or dissatisfaction within the control of the College, except the content of college policies.

Mayland Community College provides a just procedure for the presentation, consideration and disposition of student grievances. The purpose of this policy is to assure all students that their grievances will be answered quickly and decided fairly without threat of reprisal, while providing for the orderly resolution of student grievances. If the grievance is concerned with suspension or expulsion, the student who requests the hearing will be allowed to remain in college until the grievance process is complete, unless, in the opinion of the Vice President of Student Development, he/she poses a threat of danger or disruption to persons or groups within the College.

In all cases of student grievances, the Board of Trustees of Mayland Community College shall serve as the final arbiter of appeals that may be made by the student(s) concerned.

Information on the procedure a student follows to file a grievance may be obtained by consulting the *Student Handbook* or contacting Student Development .

STUDENT ORGANIZATIONS AND ACTIVITIES

Mayland Community College encourages student participation in extracurricular activities. Such participation plays an important role in leadership development and in the general, social and educational growth of the student.

Student organizations are sanctioned by the Student Development Office and may be given operational funds by the Student Government Association. All organizations must have an active faculty or staff sponsor. To begin a new organization, a student should talk with the Vice President of Student Development .

EARLY CHILDHOOD STUDENT ASSOCIATION

The Early Childhood Student Association (ECSA) is organized for students enrolled in Mayland Community College's Early Childhood Associate program. It provides networking and educational opportunities for members.

PHI THETA KAPPA

The Alpha Pi Kappa Chapter of Phi Theta Kappa International Honor Society is an active part of activities at Mayland Community College. This honor society emphasizes four hallmarks—Scholarship, Leadership, Service and Fellowship. At Mayland Community College, members are required to have a cumulative grade point average of 3.25, be enrolled in an Associate Degree program, and have a minimum of 12 semester hours completed at Mayland Community College in courses above the 100 level. Leadership conferences sponsored by the Carolinas Region are held annually. The *Donn Lorenz Scholarship* is awarded annually to a returning PTK member with preference given to PTK officers.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) at Mayland Community College is the official voice of the student body. As such, it not only represents the students but also works with SGA advisors to provide social, educational, cultural, recreational and service activities for the school and the community. The SGA President is also an ex-officio member of the College's Board of Trustees. SGA meetings are held monthly. Any interested student or staff member is invited to attend and to participate in the planning of activities. Voting privileges are reserved for senators and officers.

SGA officers are elected from the student body, while senators are selected from each curriculum program in accordance with the organization's constitution. Responsibilities and powers of the SGA are those specified in its constitution and approved by the College's Board of Trustees. Copies of the *SGA Constitution* are located in the SGA Office.

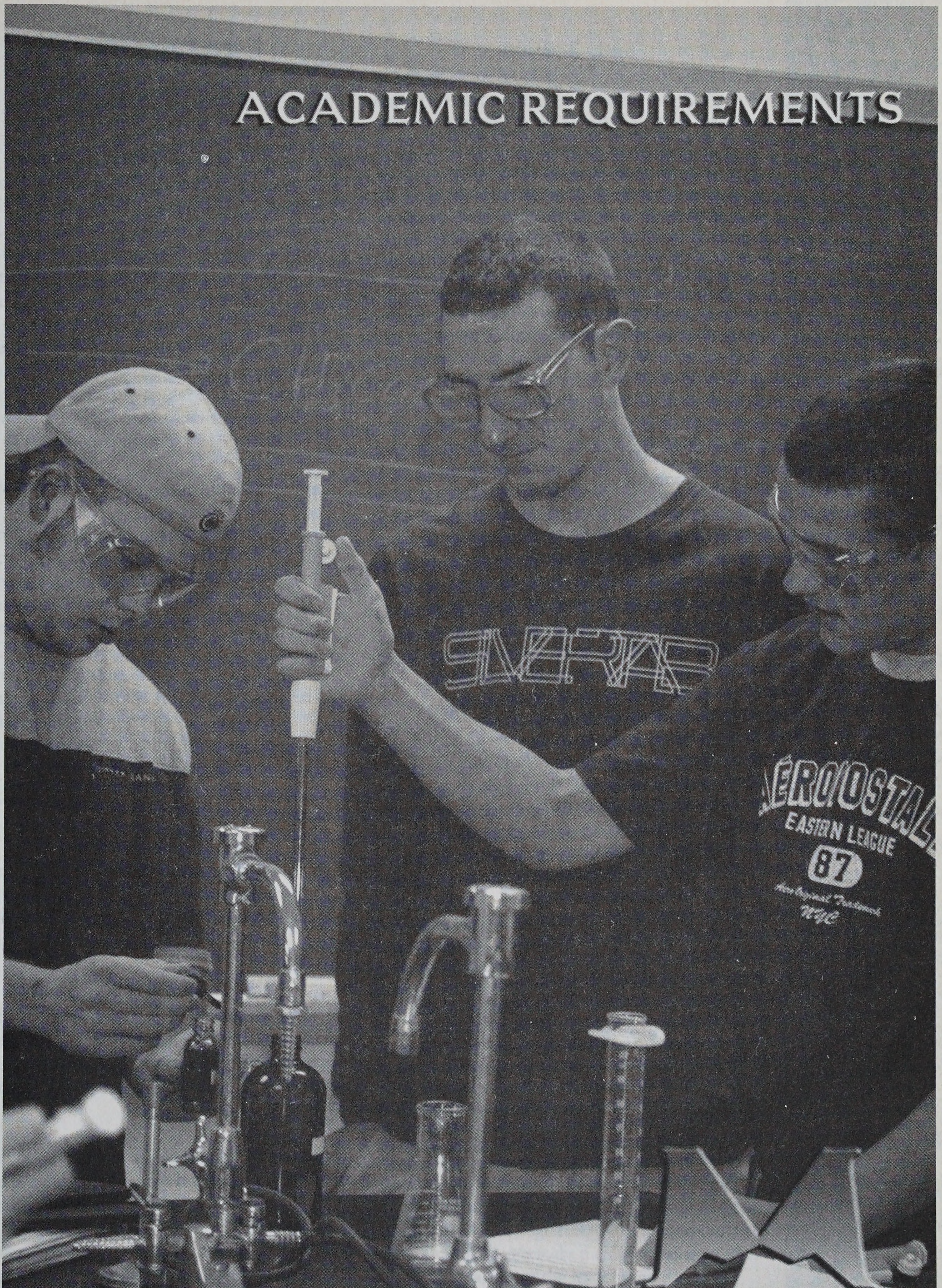
STUDENT NURSES' ASSOCIATION

The Student Nurses' Association (SNA) is designed to benefit those enrolled in the nursing program at the College. All nursing students are encouraged to participate in this organization. Some advantages of membership in the SNA include:

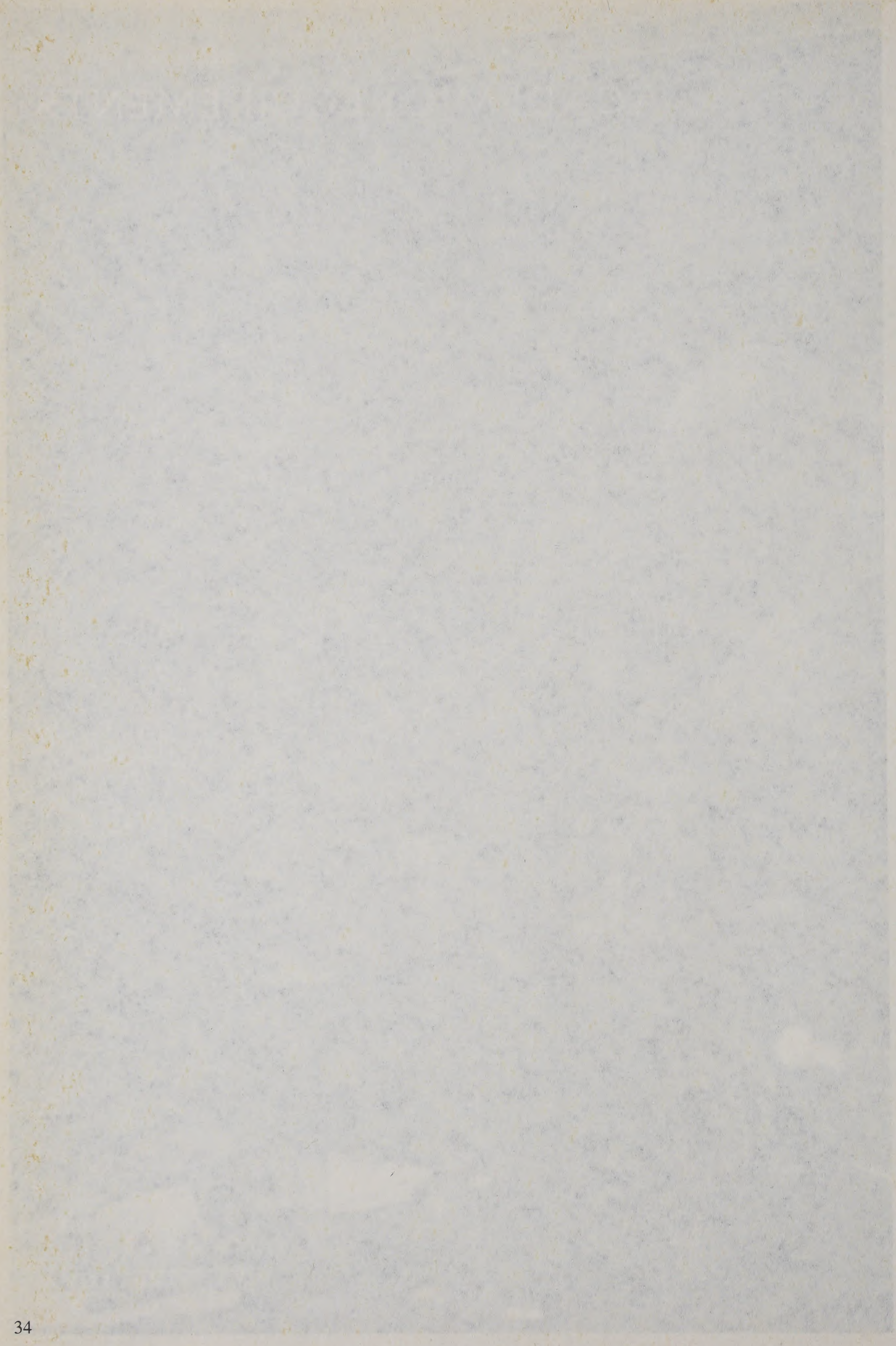
- opportunity to participate in the professional nursing organization for students
- opportunities to meet with other nursing students
- reduced first-year dues in the NC Nurses' Association (the state RN professional organization)
- career launching seminars and services
- participation in community services
- rewarding contests and scholarship opportunities
- reduced rates on products and services

The SNA advisor or any nursing instructor can provide more information.

ACADEMIC REQUIREMENTS



MAYLAND
COMMUNITY COLLEGE



III. ACADEMIC REQUIREMENTS

GENERAL EDUCATION CORE

General education at Mayland Community College is defined as that essential body of knowledge and skills that will enable all degree-level students to perform competently as employees and contributing members of society. The general education core will ensure that competence is gained in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers. Each degree-seeking student must complete the college-approved core of general education courses and demonstrate competence. Included in this core are the following requirements:

* 3 semester hours credit in the humanities/fine arts
* 3 semester hours credit in the social/behavioral sciences
* 3 semester hours credit in natural sciences/ mathematics
* 3 semester hours credit in Expository Writing (ENG 111)
* 3 semester hours credit in Introduction to Communication (COM 110) or Professional Research & Reporting (ENG 114)
* Proficiency in Introduction to Computers (CIS 110) or Basic PC Literacy (CIS 111) or Computer Basics (CIS 113)

REGISTRATION

Curriculum students are expected to register for courses on the dates specified on the calendar in the front of this Catalog. A $5.00 processing fee will be charged if a student registers after these dates.

FACULTY ADVISING SYSTEM

Each student is assigned to a faculty advisor within the department he/she plans to enter. The student is notified of the name of his/her advisor in the registration instruction letter sent to new students at the beginning of each semester.

The faculty advisor is available to assist the student in planning a program of study and registering for classes at the beginning of each semester.

While enrolled at Mayland Community College, the student is encouraged and may be required to seek out his/her faculty advisor as a continuing source of help.

COURSE LOAD

Students enrolled for 12 or more semester hours during the fall or spring semester are classified as full-time students. Students enrolled for 9 or more semester hours during the summer are classified as full-time students. Normal course loads will vary from one curriculum to another and from one semester to another. Normal course loads are outlined by department in this Catalog. Students must have the permission of their advisors and the Vice President of Instructional Services in order to carry more than 18 credit hours. Students in the Associate Degree Nursing program are exempt from this maximum 18 credit-hour load.

ATTENDANCE

Students are expected to be present and on time for all scheduled classes. Each course has an attendance policy, which will be issued to the student during the first week of classes. In case of inclement weather, students are responsible for making their own decisions about road safety. The student will be held responsible for all academic requirements regardless of class attendance. Students enrolled in mandated law enforcement training must meet attendance requirements as set forth in Title 12, Chapter 9 of the NC Administrative Code.

INCLEMENT WEATHER POLICY

Mayland Community College and the Phillips-Gwaltney Child Development Center will close when prevailing weather conditions are such that travel is deemed to be hazardous. This procedure has been developed to facilitate the communication of information regarding College operations during such periods.

The decision to postpone or cancel any activity at Mayland will be made jointly by the President and the Administrative Council. The decision will be made and communicated as quickly as possible. However, the unpredictable nature of mountain weather may require that changes in schedule be made quickly and on short notice.

In all periods of inclement weather, students, faculty and staff are reminded to use good judgment when making travel decisions. Life and safety are to be the primary considerations. While individuals are expected to give due consideration to their responsibilities for attendance, the College recognizes and expects that adults must ultimately make their own decisions about attendance and accept the responsibility for them.

Depending on weather conditions prevailing in the majority of the College service area, the following options will be employed relative to College operations:

Option A: Operate on a regular schedule with no delay.
Option B: Operate on a delayed schedule, with staff reporting at 10:00 am and classes for students beginning at 10:00 am
Option C: Classes are canceled. Personnel report at 10:00 am
Option D: The College is closed for students, and personnel at all locations.

Mayland Community College recognizes its obligation to deliver the instructional services for which its students have paid tuition and fees. Therefore, the College makes a good-faith effort to make up all classes missed due to inclement weather. Adjustments in the College calendar for days missed may be made during or at the end of the academic term.

SCHEDULE CHANGES

Students may change their schedule of classes during the drop-add period (five days after registration day) without academic penalty. Course changes must be processed by the advisor.

WITHDRAWAL PROCEDURES

A student who withdraws from the College during any semester should first consult with his or her Admissions Retention Advisor (ARA).

To withdraw from the College, the student will use the following procedures:

1. Obtain a drop-add form from the ARA and complete an exit interview.
2. Complete the drop-add form by listing each course being dropped and secure the necessary signatures.
3. Return completed form(s) to the Registrar's Office by the specified date.

UNCONDITIONAL WITHDRAWAL:

During the first third of any given semester, students may withdraw from a course by completing a drop form. Students withdrawing during this time will receive a grade of "W," which holds no academic penalty.

CONDITIONAL WITHDRAWAL:

During the second third of the semester, students withdrawing from a course must complete a drop form and will be given a grade of "WP" or "WF" at the discretion of the instructor according to the quality of the student's performance.

NO WITHDRAWAL:

During the final third of the semester, students will not be allowed to withdraw from registered coursework. Exceptions to this procedure will be granted only in extreme circumstances (for example, medical emergency) and must be approved by the instructor of the course, Division Dean, and Vice President of Instructional Services.

CURRICULUM COURSE REPETITION PROCESS

A student may repeat a curriculum course twice for which he or she earned a grade of "C" or higher. This statement means the student can take the course three times. A student wishing to repeat the same curriculum course more than twice (having already taken the course three times) shall enroll on an "audit" basis. Any exception must have the prior written approval of the Division Dean and the Vice President of Instructional Services.

When a student repeats a course, the last grade is recorded as the final grade for the course, and only the last hours attempted are counted in determining the student's grade point average. However, the previous grade will remain part of the permanent record. The last grade earned will become the grade of record, even if it is a lesser grade.

Veterans cannot receive VA benefits for repeating courses previously passed with a grade of "D" or higher. Pell Grants will also not pay for a student to repeat a course previously passed with a grade "D" or higher.

Any student failing a prerequisite course must repeat and pass the prerequisite prior to taking the next course in the sequence. Any exception must have the prior written approval of the Division Dean and the Vice President of Instructional Services. A student must pass all required courses in the selected curriculum to be eligible for graduation.

COURSE SUBSTITUTIONS

Course substitutions involve only courses in the same discipline and for at least the same credit hours. Students may request a course substitution, which must be approved by the advisor, the Division Dean and the Vice President of Instructional Services. After the approval process, course substitutions are sent to the Registrar.

REMOVAL OF INCOMPLETES

An "I," or "Incomplete," grade indicates that a student has done passing work in a course but because of unusual circumstances, the student failed to complete some portion of the required work. Unless this incomplete is removed before the end of the succeeding semester, the "I" will automatically be changed to an "F." This removal period can be extended only by the Vice President of Instructional Services. In the absence of the instructor, the Division Dean will set the criteria for the removal of an "I" grade.

TRANSFER OF CREDITS TO MAYLAND

Credits transferred from another school may be substituted for Mayland Community College courses if the content of the courses to be transferred is substantially the same as that of the required courses. At least one-fourth (25%) of the credits required for a degree, diploma or certificate must be completed at Mayland Community College.

Credit from another school with a grade below a "C" will not be accepted.

Credit for previous educational experiences that happened more than seven (7) years before the date of enrollment is not automatic but may be granted by the Registrar, in consultation with the Division Dean and Vice President of Instructional Services.

Credits earned at another institution will not be considered in the computation of a student's grade point average.

PROCEDURES FOR TRANSCRIPT EVALUATION

1. An official transcript of post-secondary credits earned will be requested by the student to be released to Mayland Community College.
2. The Registrar will evaluate all transcripts of previous education according to the above stated policies after receiving all post-secondary transcripts.
3. Courses determined by the Registrar to be applicable to Mayland Community College credits will be recorded on the student's permanent record and designated as transfer credit(s). In questionable cases, the Registrar will consult the Division Dean(s).
4. A copy of the student's *Transcript Evaluation Form* listing the transfer credit will be sent to the student and the student's advisor.

TRANSFER OF CREDITS TO OTHER SCHOOLS

Credits earned in curriculum programs may frequently be transferred to other colleges and universities. Students planning to transfer to another institution prior to or after completion of a degree program at Mayland should consult a counselor in Student Development to determine the transferability of courses from Mayland to another institution.

Any student planning to transfer should obtain a catalog from other institutions to which he or she intends to transfer. By working closely with advisors and counselors at Mayland and other institutions, the student can maximize the likelihood of receiving credit for Mayland courses at another institution.

RELEASE OF TRANSCRIPTS

In accordance with the *Family Educational Rights and Privacy Act of 1974*, an official transcript of a Mayland Community College academic record will be released by the Registrar to a third party only upon receipt of a written request from the student-owner of the record. A transcript labeled "Student Copy" will be furnished directly to the student. Students should allow a reasonable time for the Registrar to respond to transcript requests.

Mayland Community College's Privacy of Student Education Records Policy is published in the *Student Handbook*.

PROFICIENCY EXAMINATIONS

Credit for past experience and/or education may be allowed if a student can demonstrate, by examination, the level of proficiency required in a particular course. The student has the responsibility of demonstrating to the department head within the first five school days of a semester that a proficiency exam is proper. The test(s) will reflect the objectives of the course to be exempted. The Division Dean has the authority to accept or deny such a request. The credit will be based on a departmental examination administered at the direction of the department head in which the course is offered.

After a student has successfully completed an examination and a determination has been made on credit to be awarded, the Division Dean will forward to the Registrar a copy of the examination for inclusion in the student's permanent academic record, the course number and the credit to be awarded. This information will be entered by the Registrar on the student's transcript. No quality points will be awarded.

Credit through *College Level Examination for Placement* (CLEP) scores or high school *Advanced Placement* (AP) scores will be assigned on an individual basis. The decision of how many credits and which course(s) can be exempted will be made by the Vice President of Instructional Services.

CREDIT FOR EXPERIENTIAL LEARNING

A student may present a file or portfolio of information to the respective Division Dean for the purpose of justifying academic credit for past experiences. The Division Dean will either forward the file or portfolio to the Vice President of Instructional Services and recommend the number of academic credits to be awarded or require the student to provide additional information on which to base a decision. A final determination on the credit to be awarded to the student will be made by the Vice President of Instructional Services upon receipt of the recommendation from the Division Dean. All documentation leading to the awarding of credit for experiential learning will be filed with the Registrar. Under no circumstances will more than 25% of the required hours for a degree, diploma or certificate be awarded for experiential learning.

CREDIT FOR MILITARY TRAINING

The *Guide to the Evaluation of Educational Experiences in the Armed Services* will be used to evaluate military training. The Registrar will consult with the Division Dean and the Vice President of Instructional Services before awarding academic credit.

GRADING SYSTEM

Student's work in curriculum courses is evaluated according to the letter-grade system. Course grades are issued to the student at the end of each semester and recorded on the student's transcript. Grades for courses at the 100-level and above will be averaged according to grade point equivalents to determine the student's academic standing. Grades for courses below the 100-level will be accompanied with an asterisk (*), and the grades will not be calculated in the determination of the student's overall grade point average for student transcript purposes. When a course is repeated, the last grade recorded is the final grade for the course, and only the last hours attempted are counted in computing total credit hours and in determining the student's grade point average.

ACADEMIC FORGIVENESS

Academic Forgiveness is available to Mayland Community College students. Academic Forgiveness does not affect work either taken at or transferred to another college. Academic Forgiveness is available only ONCE in a student's career at Mayland Community College.

1. The student must apply for Academic Forgiveness no later than the end of the second term after re-enrollment at Mayland Community College.
2. The student applying for Academic Forgiveness must make an appointment with a designated academic advisor.
3. The designated academic advisor will explain the Academic Forgiveness Procedure:
   - The student must meet all requirements for readmission to the selected certificate, diploma, or degree program.
   - At least five (5) years must have elapsed between the end of the term in which the student was last in attendance and the term in which the student intends to re-enroll. Academic Forgiveness applies only to the course work taken prior to the term of re-enrollment. Academic Forgiveness does not affect the grades earned after re-enrollment.
   - The prior academic record will remain a part of the student's transcript, but only grades "C" or better will be carried forward as a part of new program(s) to which the student is admitted.
   - Granting of Academic Forgiveness will not affect a student's access to financial aid or scholarships from any source unless specific governmental or agency laws and/or regulations prohibit such awards. A student who plans to receive any type of student aid should discuss the impact of Academic Forgiveness on his/her financial resources with the appropriate student aid advisor. It is the student's responsibility to notify the Financial Aid Office, if applicable.
4. The student will then complete the Academic Forgiveness application (available from the Registrar).
5. The designated academic advisor will make a recommendation concerning the granting of Academic Forgiveness. The application will then be sent to the appropriate Division Dean for review. Recommendations for approval will then be forwarded to the Vice President of Instructional Services for final approval.
6. The application will be forwarded to the Registrar for processing and distribution to the appropriate academic advisor, financial aid officer, and the student. Grades for courses granted Academic Forgiveness will be in parentheses and will not be calculated in the determination of the overall grade point average for transcript purposes.

GRADE INTERPRETATION

		Grade Point Equivalent
A	An honor mark assigned for work of highest quality	**4** points per credit hour
B	A mark assigned for work of above-average quality.	**3** points per credit hour
C	A mark assigned for work of average quality.	**2** points per credit hour
D	A mark assigned for work of minimum quality.	**1** point per credit hour
F	A mark assigned for work below minimum quality.	**0** points per credit hour
I	A special mark used only for students who cannot complete course work because of extreme hardship. The student must present a request for this mark to the respective instructor.	Not Computed
PR	Indicates that a student passed a proficiency examination to meet the requirements of the course.	Not Computed
R	Course Repeated	Not Computed
S	The student has met the requirements of the course satisfactorily	Not Computed
SP	Indicates work of acceptable quality in a course that has not been completed.	Not Computed
U	The student has not met the requirements of the course satisfactorily	**0** points per credit hour
W	A mark assigned for students dropping a course during the first third of the semester	Not Computed
WF	Indicates that the student's work is below minimum quality at the time of withdrawal.	**0** points per credit hour
WP	Indicates that the student's work is of acceptable quality at the time of withdrawal.	Not Computed
WA	Administrative withdrawal	Not Computed
Y	Audit	Not Computed

ACADEMIC PROGRESS SYSTEM

ACADEMIC WARNING

A student whose cumulative Grade Point Average (GPA) falls below 2.00 will be placed on **Academic Warning** until a cumulative 2.00 GPA is achieved. The student:

- is required to complete an Academic Progress Plan, which must be signed by the Vice President of Student Development, the ARA, and the faculty advisor before being allowed to take classes the next semester
- is encouraged to limit enrollment to 15 or fewer semester hours
- cannot pre-register for the next semester until petitioning a meeting with the Vice President of Student Development
- will be placed on Academic Probation if he/she fails to achieve a 2.00 GPA for any semester

ACADEMIC PROBATION

Academic Probation is a *one semester classification* for students on Academic Warning who fail to maintain a 2.00 GPA for any semester. A student on Academic Probation:

- is required to complete an Academic Progress Plan, which must be signed by the Vice President of Student Development, the ARA, and the faculty advisor before being allowed to take classes the next semester
- is required to limit enrollment to 13 or fewer semester hours
- cannot pre-register for the next semester
- will be removed from Academic Probation after one semester, if he/she achieves a 2.00 GPA for the semester. The student will continue to remain on Academic Warning until he/she achieves the cumulative 2.00 GPA.
- If the student fails to achieve a 2.00 for the semester, he/she will be placed on Academic Suspension

ACADEMIC SUSPENSION

A student on Academic Probation who fails to achieve a 2.00 GPA for the semester will be placed on **Academic Suspension**. A student on Academic Suspension will be required to withdraw from Mayland for at least one semester. The second suspension will result in two required semesters of withdrawal.

After the semester of suspension, a student will be allowed to petition for readmission. The petition must include a justification for readmission statement prepared by the student. Readmission must be approved by the student's ARA, the faculty advisor, the Vice President of Student Development, and the Vice President of Instructional Services.Upon re-enrollment, the student will be placed on Academic Probation.

A student on Academic Warning, Probation, or Suspension will be notified of this academic standing by a letter from the Vice President of Student Development. That letter will explain the steps described above.

ACADEMIC HONORS

In recognition of students with outstanding academic records, the *President's List*, *Dean's List*, and the *Honors List* will be published at the end of each semester. To qualify for the *President's List*, a student must take a minimum course load of 12 semester hours credit and maintain a 4.00 grade point average with no incompletes. To qualify for the *Dean's List*, a student must take a minimum course load of 12 hours credit and maintain at least a 3.50 grade point average with no incompletes. To qualify for the *Honors List*, a student must take a course load of 6-11 hours credit and maintain at least a 3.50 grade point average with no incompletes.

REQUIREMENTS FOR GRADUATION

A student is eligible for graduation when he/she (1) has satisfactorily completed the academic requirements of the curriculum; (2) has an overall grade point average of 2.0; (3) has met all financial obligations to Mayland; and (4) has completed an application for graduation before the deadline set each year by the Vice President of Student Development.

In order for a student to participate in the graduation ceremony, the student must file appropriate requests by the deadlines set each year by the Vice President of Student Development. This deadline is to ensure that diplomas, certificates, etcetera may be prepared.

Students who plan to complete their requirements for graduation in the summer will be allowed to participate in the spring graduation ceremonies. It is the students responsibility to complete their required credit hours during the summer session.

HONORS

A graduating student who has earned an overall quality point average of 3.50 or higher on all work completed at Mayland will receive his or her diploma or degree with "honors."

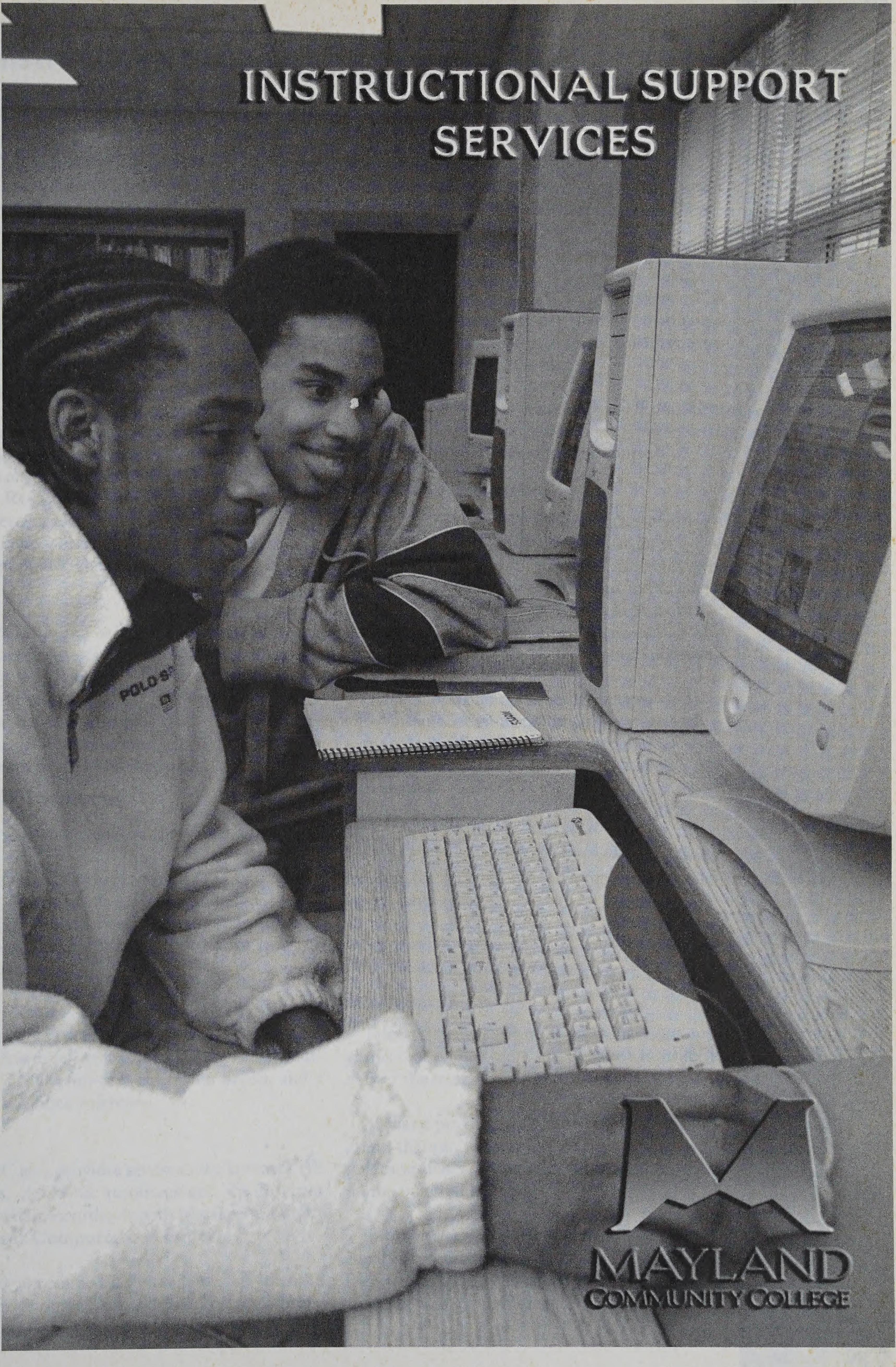
Grading System
Academic Progress System
Grade Interpretation
Academic Forgiveness
Academic Honors
Requirements for Graduation
Honors

SELECTION OF COMMENCEMENT MARSHALS

Marshals will be selected from members of active student organizations. Marshals must have a GPA of 3.25 or higher. The Chief Marshal will be the participating marshal with the highest GPA.

Notes

INSTRUCTIONAL SUPPORT SERVICES



MAYLAND
COMMUNITY COLLEGE

IV. Instructional Support Services

The Learning Resource Center

The Learning Resources Center (LRC) is named for **Carolyn Munro Wilson**, a life-long educator and supporter of teaching and learning. The LRC acts as both an instructional support system and an information network.

The LRC is centrally located on our main campus on the second floor of **Gwaltney Hall** and is open both day and evening Monday through Thursday and during the day on Friday.

Services are provided not only to the students, faculty, and staff of Mayland Community College, but also to any resident of Avery, Mitchell or Yancey counties. **Resources** include both print and non-print materials, electronic resources, audio-visual equipment and workshops/orientations. Reserving needed equipment ahead of time is highly recommended.

The LRC is home to **The Appalachian Room** which contains the following special collections: Genealogy, Appalachian Studies, North Carolina history and the Harvey J. Miller Memorial Collection. Although the materials from the Genealogy Collection do not circulate, selected books from other collections may be borrowed.

Electronic Resources

The LRC is online at **www.mayland.edu/lrc**

The automated catalog is part of the **Community College Libraries in North Carolina** (CCLINC) system which networks over 44 community colleges and offers online searching and holds for over 1.8 million titles.

NCLIVE, **North Carolina Libraries for Virtual Education,** offers over 60 databases which index and provide access to full-text articles in over 12,000 journals, over 22,000 full-text electronic books, and a collection of online reference materials.

The LRC also provides access to the Internet. All computers, electronic resources and the Internet must be used in accordance with Mayland Community College's **Computer Use Policy**.

Materials not immediately available can often be obtained from other libraries through **Interlibrary Loan** (ILL) agreements.

Distance Education is RAVEN

Distance education is the interaction of learner and instructor that occurs when the two are **separated by place and/or time**.

These nontraditional courses are designed around the needs of self-directed learners. The classes taught using distance methods maintain a level of **academic quality** comparable with courses taught via traditional means.

RAVEN, **Regional Audio Visual Education Network,** courses are taught using Interactive Television, the Internet, and Telecourses.

Interactive Television (ITV)

Mayland has specially designed state-of-the-art two way interactive television classrooms on its Main Campus in Spruce Pine, its Yancey Campus in Burnsville and its Avery Campus in Newland. These ITV classrooms are named for **Samuel L. Phillips**, an entrepreneur and businessman who supports Mayland's distance education initiatives.

Cameras and microphones in multiple locations allow instant communication between the participants. Mayland's ITV classes can be joined electronically with classes from other colleges and universities.

The Internet

Online courses use the Internet as the delivery medium for teaching and learning **24 hours** a day, **seven days** a week.

Students study online and can **interact** with both the instructor and classmates.

Telecourses

Telecourses use high-quality television programs that complement the textbook in order to deliver the instruction.

Mayland provides students with television programs that can be viewed at home. An instructor guides students through the course and test them on the material learned.

Internet classes and Telecourses offer students **flexibility and convenience** while completing their work. RAVEN courses are recommended for students who are **self directed.**

MCC Distance Education

Learning Resource Center

Interactive Television

Electronic Resources

The Internet

Telecourses

CONTINUING EDUCATION

MAYLAND
COMMUNITY COLLEGE

V. CONTINUING EDUCATION PROGRAMS

GENERAL INFORMATION

An important function of the College is to provide a variety of courses for the continuing education of adults. The development of these courses is based upon the needs and interests of the professional, business, industry, civic and cultural communities.

Continuing Education promotes the concept of lifelong learning by providing meaningful educational experiences that will help adults meet occupational and professional goals and fulfill social and personal needs. Courses and programs are offered to allow adults to achieve their fullest potential in our ever-changing world of knowledge, skill and understanding. The diversity of these programs ranges from basic reading and writing skills to vocational and technical upgrading and cultural and personal enrichment.

CLASS LOCATIONS

While some classes are held on the Mayland Community College Main Campus and at the Avery and Yancey Campuses, others are conducted or may be organized in surrounding communities or within particular businesses or industries throughout Avery, Mitchell and Yancey Counties.

ADMISSION

Admission to Continuing Education classes is open to individuals 18 years of age or older. Individuals younger than 18 years old who are high school graduates or whose high school class has graduated may also enroll in Continuing Education courses. High school juniors and seniors, 16 years of age and older, may enroll with permission from high school officials. There are no formal education requirements for most Continuing Education courses. Individuals interested in attending Continuing Education courses may register by attending the first class, but pre-registration is preferred. Applicants are accepted on a first-come, first-served basis. Some courses, such as real estate and emergency medical technician, require minimum placement test scores prior to enrollment.

CLASS SCHEDULE

Classes are normally scheduled on a semester basis with new classes beginning in August, January, and June. Special seminars, business, and industrial courses may be scheduled to begin at any time appropriate for the company and Mayland Community College. Classes may last an average of 4 to 11 weeks, depending on the nature of the course. However, some classes are offered on a short-term basis and some may continue up to 17 weeks. Information about classes is released regularly through the local news media. Semester class schedules and updates are published and distributed by the College.

To register for a class at the Avery Campus, call (828)-733-5883.

To register for a class at the Yancey Campus call (828)-682-7315.

To register for classes at the Main Campus (in Spruce Pine) call ext. 241 at (828)-765-7351. Students must pre-pay and pre-register at least one week prior to the class start date for classes held at the Main Campus.

MINIMUM ENROLLMENT REQUIRED

Normally, a course will be offered when a minimum of ten persons enroll for the subject. The College reserves the right to cancel any course when an insufficient number of people register.

CLASS HOURS

The majority of Continuing Education courses are offered one or two evenings per week. Courses may meet for one to four hours per evening. Special extension, industrial and seminar programs may be scheduled at the convenience of the participants and College.

FEES

The registration fee for Continuing Education classes usually range from $50 to $65, and are based on the number of hours for the class. Self-supporting Continuing Education classes may cost less than $50 or more than $65 depending on instructor charges, the number of students, and/or the costs of textbooks, supplies and materials needed for the class.

In accordance with North Carolina Statutes, registration fees for some Continuing Education classes may be waived for qualifying individuals. The registration fee is waived for all enrollees in Adult Basic Education. Also, North Carolina residents who are 65 years old or older are exempt from registration and tuition fees, with the exception of Self-supporting Continuing Education classes. Class fees are also waived for students in Human Resources Development Program classes if the student is unemployed, has received notice of a layoff, or meets income guidelines.

Other costs may be incurred when taking Continuing Education classes including costs for texbooks, tools, equipment, supplies and insurance. Registration fees are subject to change contingent upon action by the North Carolina General Assembly.

Continuing Education Programs
Minimum Enrollment
Class Hours
Class Locations
Fees
Admission
Class Schedule

CONTINUING EDUCATION UNITS (CEUs)

The Southern Association of Colleges and Schools, of which Mayland Community College is an accredited member, has recommended that the Continuing Education Unit (CEU) be used as the basic instrument of measurement for an individual's participation in non-credit classes, courses and programs. One CEU is defined as 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. Mayland Community College follows national guidelines for the recording of Continuing Education Units as outlined in the Commission on Colleges document CEU: "Guidelines and Criteria."

Continuing Education Units are formally awarded for courses that are applicable to professional certification, license renewal and many professional and occupational upgrading courses. Continuing Education Units are not awarded for Human Resources Development (HRD) classes or Small Business Center (SBC) classes.

OCCUPATIONAL EXTENSION COURSES

State regulations require that students enrolling in any occupational extension class more than twice within a five-year period pay for the class on a self-supporting basis. The fee for such a class will vary depending upon the length of instruction. Fees are subject to increase or decrease without notice from Mayland. For more information on this regulation, contact the Avery Campus at (828) 733-5883; the Yancey Campus at (828) 682-7315; or the Mayland Community College Continuing Education Department at (828) 765-7351 ext. 241.

The College offers many vocational, technical and business courses through Occupational Extension. The primary objectives of these courses are to: (1) provide adults additional skills and/or knowledge applicable to their present occupations; (2) provide training for occupations in which skill and knowledge requirements are undergoing transition due to technological advances in equipment, materials, and machines; and (3) provide assistance to area businesses and industries in meeting their manpower needs through specialized courses.

Occupational upgrading courses are available in each of the following areas:

BUSINESS and MANAGEMENT courses are available to a wide variety of business organizations and to people in administrative, management, sales and secretarial occupations.

FIRE SERVICE training is offered in fire fighting techniques for members of municipal, volunteer and industrial fire brigades.

HEALTH OCCUPATIONS programs have been established for persons seeking additional medical, allied health and nursing knowledge and skills. All levels of courses from paraprofessional to professional are offered.

LAW ENFORCEMENT courses have been designed for upgrading both experienced and recently employed policemen, law enforcement officials, security personnel and corrections personnel.

MANAGEMENT AND SUPERVISORY DEVELOPMENT courses are offered to improve supervisory and management techniques for beginning and experienced personnel.

TECHNICAL courses are available for upgrading the knowledge and skills of persons working in the numerous technical and paraprofessional occupations.

VOCATIONAL UPGRADING courses are designed for persons working in skilled and semi-skilled occupations.

Information concerning course offerings may be obtained by calling the Continuing Education Offices at 765-7351 ext. 241 (Mitchell County), 733-5883 (Avery County), or 682-7315 (Yancey County).

FOCUSED INDUSTRIAL TRAINING

Focused Industrial Training (FIT) programs provide for customized training and services for manufacturing industries in our service area. Companies that manufacture products and/or process industrial materials are eligible for Focused Industrial Training and services. FIT programs are directed toward skilled and semi-skilled production workers, industrial maintenance workers, and leaders of personnel who perform industrial processes. A fee per student is assessed, based on length of instruction for participants in Focused Industrial Training program classes. For more information about Focused Industrial Training call (828)-682-7315.

NEW AND EXPANDING INDUSTRY TRAINING

The purpose of the New and Expanding Industry Training (NEIT) Program is to provide customized training assistance in support of new, full-time production positions created in Avery, Mitchell, and Yancey counties. New and Expanding Industry Training enhances the growth potential of area industries while preparing the area workforce with the skills essential for successful employment in emerging industries.

Companies that create 12 or more new production jobs in excess of their previous three-year maximum level are eligible for assistance through the New and Expanding Industry Training Program. NEIT may provide training needs assessment, program development, instructional costs, and training delivery for new, frontline production personnel and their supervisors. There is no charge to the company for New and Expanding Industry Training. For more information about New and Expanding Industry Training call (828)-682-7315.

COMMUNITY SERVICES/LIFELONG LEARNING

The Community Services /Lifelong Learning Program offers individuals 18 years of age and older short-term courses for self-improvement and academic achievement. Cultural and civic enrichment events are also provided. The program is intended to meet the growing needs and interests of the community. The purpose is to give individuals a chance to pursue special interests and to fill their leisure time with worthwhile educational projects. Some of these include conversational foreign languages, local flora, consumer education, writing courses, creative arts, cake decorating, weaving, yoga, ceramics, concerts, special speakers and personal development. Additional information regarding community services courses or programs may be obtained by contacting the Continuing Education Office at the College at 765-7351, ext. 241.

HUMAN RESOURCES DEVELOPMENT PROGRAM (HRD)

The Human Resources Development (HRD) Program at Mayland Community College is designed to provide employment skills training to unemployed and underemployed adults. HRD classes are designed to help the student become his or her best self by addressing six core components: 1) assessment of an individual's assets and limitations, 2) development of a positive self-concept, 3) development of employment skills, 4) development of communications skills, 5) development of problem solving skills, and 6) develop awareness of the impact of information technology in the workplace. Tuition and fees for HRD classes are waived if the student is unemployed, has received notice of a layoff or meets certain income guidelines. For more information, please call the HRD office at (828)-765-7351 ext. 249.

SMALL BUSINESS CENTER (SBC)

The Small Business Center (SBC), located on the main campus, is an educational resource center for existing and prospective small business owners, managers and employees. The mission of the Small Business Center is to help increase the success rate and number of small businesses in Avery, Mitchell and Yancey Counties. Individual, private and confidential counseling is available for clients who want to start a business or wish to strengthen their existing businesses. Seminars and special workshops dealing with such topics of interest as business start-up, record keeping, taxes, management and technical skills training are held regularly at the main campus and at the campuses in Avery and Yancey counties. The SBC also makes referrals to other local, state and federal agencies and organizations that assist in business start-up, licensing, management, and financing.

BASIC SKILLS

Mayland Community College's Basic Skills Program offers free instruction in reading, English, mathematics and other subjects to adults seeking to strengthen their academic abilities. These services are available to adults age 18 and above or for younger students with notarized documentation from parents and public school officials. The program focuses on services that assist adults in obtaining jobs and promotions, becoming more effective role models for their children, exercising the responsibilities of citizenship, and seeking further educational and/or training opportunities. The following sections offer the specific descriptions of this program. Persons interested in enrolling should contact the Basic Skills Department at one of these locations: (828) 765-7351, ext. 207 or 1-800-4-MAYLAND, ext. 207 on the Main Campus or 733-5883 for the Avery Campus or 682-2154 for the Yancey Campus.

BASIC SKILLS PROGRAMS

COMPENSATORY EDUCATION

The Compensatory Education Program is designed for developmentally disabled adults who are functioning at levels generally described as mentally challenged. These adults are provided a uniquely- designed educational plan and learning environment.

The Compensatory Education Program's role is to help each student develop work, social, academic, and independent living skills in order to fulfill his or her potential as a citizen and member of the community. The Basic Skills staff takes pride in their educational services to this special population and welcomes inquiries from interested families.

ADULT BASIC EDUCATION (ABE)

Adult Basic Education assists adults who wish to enhance and extend their basic skills in reading, English, and mathematics. ABE students may be interested in improving their academic skills for any number of reasons, including preparing for college placement or job readiness exams, becoming more effective teachers/role models for their children, or simply satisfying a personal goal. An individualized educational plan is designed for each student enrolled in this program. The ABE Program provides free basic education to adults on Mayland's Main Campus in Spruce Pine, the Avery Campus in Newland, the Yancey Campus in Burnsville, and other off campus locations in the Tri-County area.

HIGH SCHOOL DIPLOMA EQUIVALENCY (GED) PROGRAM

The High School Diploma Equivalency (GED, or General Educational Development) Program prepares adults who have not received a high school diploma to take the GED tests. Adults who successfully complete the test batteries are awarded the High School Equivalency certificate (GED). This certificate means that the holder has achieved a level of general education equivalent to that of a high school graduate.

GED test preparation is offered at no cost to students both on-campus and at various off-campus sites throughout Mayland Community College's service

Continuing Education Units
Human Resources Development
Basic Skills Programs
Occupational Extension Courses
Focused Industrial Training
Small Business Center
New & Expanding Industry Training
Basic Skills
Community Services/Lifelong Learning

area. Workbooks and other study materials may be purchased from the college bookstore if desired. A $7.50 GED testing fee covering the entire GED test battery is required before the first test is taken. Students who re-test in Language Arts Writing pay an additional $2.50 fee. GED tests are administered by appointment only. Photo ID is required at each testing session. Phone 765-7351, ext. 217 at the Main Campus, to schedule testing at any of the three Mayland campuses.

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) classes are offered at Mayland through the Basic Skills Program. Classes stress everyday life skills that enable the student to be a functioning member of society by learning the English language. Beginner, Intermediate, and Advanced English are offered, with the majority of students being from the Latino population. Citizenship classes are offered upon request. For more information about the free ESL classes that are offered at various sites throughout the Tri-County area, interested students can call (828)-765-7351, ext. 207.

BASIC SKILLS SERVICES

LEARNING LAB

The Learning Lab Program at Mayland Community College offers students an opportunity to study many subjects at whatever academic level they require. Instructional materials designed especially for adults are used, moving gradually from basic and easily-learned lessons to more difficult skills. Students may also make use of computer-based instruction, cassette tapes, video cassettes and other audio-visual media which make learning easier and more interesting. An instructor is always available to assist and advise students.

A new student may enroll in the Learning Lab at any time during the year and may attend as his or her daily schedule permits during the Lab's operating hours. There is no charge for studying in the Learning Lab. The Lab is open from 8 a.m. to 9 p.m. Monday through Thursday, and from 8 a.m. to 4 p.m. on Friday with services to students ending at 1 p.m. on that day. The Learning Lab offers students the opportunity to prepare for GED tests and college placement exams, review basic skills, make up college deficiencies, and enhance learning with such specialized courses as speed-reading, math improvement and computer literacy. Adult students enrolled in other courses at Mayland Community College or at other educational institutions who desire supplementary instruction may attend the Learning Lab as well.

Mayland's new Avery and Yancey Campuses offer similar programs, classes, and services for students in the Newland and Burnsville areas. The hours for the Avery Campus Lab are Monday-Tuesday 12-8 p.m., Wednesday-Thursday 8 a.m.-4 p.m.. The Yancey Campus Lab is open on Monday and Wednesday 9 a.m.-5 p.m., and on Tuesday and Thursday from 12 -8 p.m. For more information call 733-5017 for the Avery Campus or 682-2154 for the Yancey Campus.

OFF-CAMPUS PROGRAMS

Convenience makes off-campus classes a popular choice among many Basic Skills students who wish to improve their academic levels or to prepare for successful completion of their High School Diploma Equivalency (GED). With sufficient enrollment, free day or evening off-campus classes may be offered at various locations such as churches, community buildings, public agencies (fire departments, libraries, employment centers, etc.) and private homes. Final GED exams are administered by appointment both on-campus and at approved sites in Avery and Yancey counties.

WORKPLACE SERVICES

Basic Skills staff work hand-in-hand with industry leaders to schedule classes at industry sites for employees preparing to meet the technical requirements of today's demanding workplace. In addition to offering employees an opportunity to earn their GEDs, the Basic Skills Program provides employers with job-specific curricula needed for specialized training. Adequate student enrollment is necessary for workplace classes to be scheduled.

CURRICULUM LABORATORY

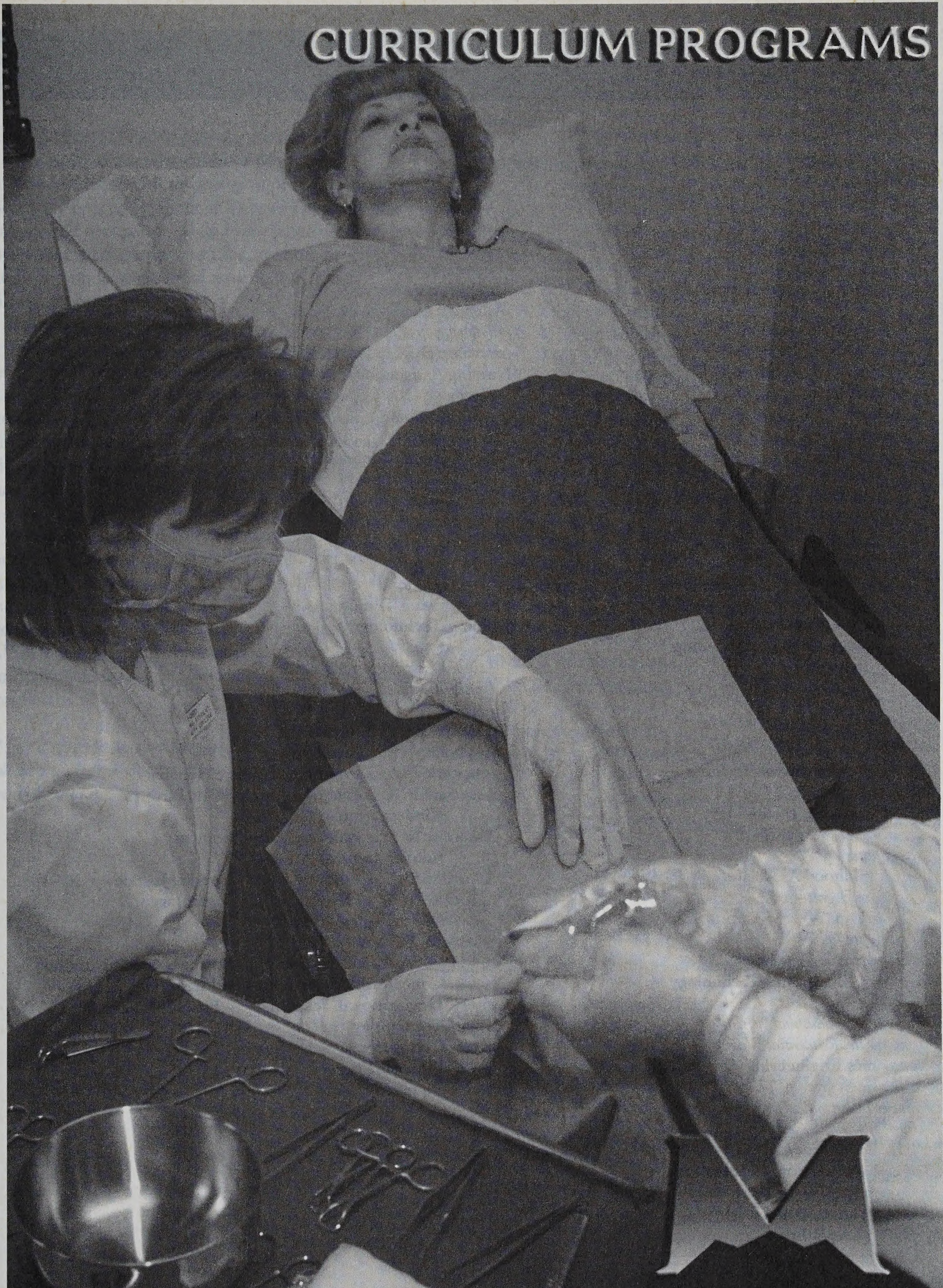
DEVELOPMENTAL CLASSES

Mayland offers developmental classes in reading, English and math for students who are pursuing a certificate, diploma or degree program and who have earned their high school diplomas or GEDs but lack the academic skills or background to be successful in college-level courses. Students place into these courses by placement test scores and progress in the sequence through either successful completion of each course or re-testing into a higher level.

Credit earned in developmental classes counts only in computation of course load. Credit does not count toward graduation, and grades earned do not count in the computation of students' GPA.

Notes

CURRICULUM PROGRAMS



MAYLAND
COMMUNITY COLLEGE

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Accounting (A25100)

Curriculum Description:

The Accounting curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the accounting profession. Using the "language of business," accountants assemble, analyze, process and communicate essential information about financial operations.

In addition to course work in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession.

** For a semester by semester outline of the degree, please visit http://www.mayland.edu/academics/buspubser/accounting/index.html*

Accounting
Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
ENG 111	Expository Writing	3
COM 110	Introduction to Communication	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
	Humanities Elective**	3
	Select one of the following:	
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Major Courses		
ACC 120	Prin. of Financial Accounting I	4
ACC 121	Prin. of Managerial Accounting	4
ACC 220	Intermediate Accounting I	4
BUS 115	Business Law I	3
ACC 131	Federal Income Taxes	3
ECO 251	Principles of Microeconomics	
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Other Major Courses		
ACC 122	Prin. Of Financial Accounting II	3
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Application	2
BUS 137	Principles of Management	3
BUS 225	Business Finance	3
BUS 228	Business Statistics	3
BUS 240	Business Ethics	3
BUS 260	Business Communication	3
CIS 120	Spreadsheet I	3
ECO 252	Principles of Macroeconomics	3
Other Required Courses		
ACA 111	College Student Success	1
Total Credits		**68-69**

***See page 116 for list of humanities electives*

Accounting Diploma Requirements

		Credit Hours
ENG 111	Expository Writing	3
COM 110	Intro.to Communication	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
ACC 120	Prin. of Financial Accounting	4
ACC 121	Prin. of Managerial Accounting	4
BUS 115	Business Law I	3
ACC 131	Federal Income Taxes	3
ACC 122	Prin. of Financial Accounting II	3
ACC 140	Payroll Accounting	2
ACC 150	Accounting Software Application	2
BUS 137	Principles of Management	3
CIS 120	Spreadsheet I	3
BUS 240	Business Ethics	3
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Total Credits		**42-43**

Accounting Certificate Requirements

		Credit Hours
ACC 120	Prin. of Financial Accounting I	4
ACC 121	Prin. of Managerial Accounting	4
ACC 131	Federal Income Taxes	3
Select one of the following:		
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Total Credits		**13-14**

Autobody Repair (D60100)

Curriculum Description:
The Autobody Repair curriculum provides training in the use of equipment and materials of the autobody repair trade. The student studies the construction of the automobile body and techniques of autobody repairing, rebuilding, and refinishing.

The course work will include autobody fundamentals, industry overview, and safety. Students will perform hands-on repairs in the areas of non-structural and structural repairs, MIG welding, plastics and adhesives, refinishing and other related areas.

Graduates of the curriculum should qualify for entry-level employment opportunities in the automotive body and refinishing industry. Graduates may find employment with franchised independent garages, or they may become self-employed.

** For a semester by semester outline of the degree, please visit http://www.mayland.edu/academics/tech-voc/autobody/index.html*

Autobody Repair Diploma Requirements

General Education Courses		**Credit Hours**
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
Major Courses		
AUB 111	Painting and Refinishing I	4
AUB 112	Painting and Refinishing II	4
AUB 114	Special Finishes	2
AUB 121	Non-Structural Damage I	3
AUB 122	Non-Structural Damage II	4
AUB 131	Structural Damage I	4
AUB 132	Structural Damage II	4
AUB 134	Autobody MIG Welding	3
AUB 136	Plastics and Adhesives	3
Other Major Courses		
AUB 144	Mechanics and Electrical Specialties	3
AUB 150	Automotive Detailing	2
AUB 160	Body Shop Operations	1
AUB 162	Autobody Estimating	2
Other Required Courses		
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Total Credits		**47-48**

Autobody Repair Certificate-Level I Requirements

		Credit Hours
AUB 111	Painting and Refinishing I	4
AUB 121	Non-Structural Damage I	3
AUB 131	Structural Damage I	4
AUB 134	Autobody MIG Welding	3
AUB 136	Plastics and Adhesives	3
Total Credits		**17**

Autobody Repair Certificate-Level II Requirements

		Credit Hours
AUB 112	Painting and Refinishing II	4
AUB 122	Non-Structural Damage II	4
AUB 132	Structural Damage II	4
Total Credits		**12**

Basic Law Enforcement Training (C55120)

Curriculum Description:
Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State Commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Successful graduates receive a curriculum certificate and are qualified to take certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission.

- *For more information please visit www.mayland.edu/academics/pubsafety/blet/index.html.*

Successful completion of CJC 100 may substitute for CJC 120, CJC 131. CJC 132, CJC 221, CJC 225, CJC 231.

Basic Law Enforcement Training Certificate Requirements Day and Evening Program

Major Courses		**Credit Hours**
CJC 100	Basic Law Enforcement Training	18
Total Credits		**18**

Business Administration (A25120)

Curriculum Description:

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

** For a semester by semester outline of the degree, please visit http://www.mayland.edu/academics/buspubser/busadmin/index.html.*

Business Administration Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
COM 110	Introduction to Communication	3
ENG 111	Expository Writing	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
	Humanities Elective**	3
	Select one of the following:	
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Major Courses		
ACC 120	Prin. of Financial Accounting I	4
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
MKT 120	Principles of Marketing	3
ECO 251	Principles of Microeconomics	3
	Select one of the following:	
CIS 111	Basic PC Literacy	2
CIS 110	Introduction to Computers	3
Other Major Courses		
ACC 121	Prin. of Managerial Accounting	4
ACC 140	Payroll Accounting	2
ACC 131	Federal Income Taxes	3
BUS 225	Business Finance	3
BUS 228	Business Statistics	3
BUS 230	Small Business Management	3
BUS 239	Business Applications Seminar	2
BUS 240	Business Ethics	3
BUS 260	Business Communication	3
CIS 120	Spreadsheet I	3
ECO 252	Principles of Macroeconomics	3
	Select one of the following:	
CIS 169	Business Presentations	2
OST 136	Word Processing	2
Other Required Courses		
ACA 111	College Student Success	1
Total Credits		**69-70**

***See page 116 for list of humanities electives.*

Business Administration-Electronic Commerce (A25121)

Curriculum Description:

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system. Students will be provided with a fundamental knowledge of business functions, processes, and an understanding of business organizations in today's global economy.

Course work includes business concepts such as accounting, business law, economics, management, and marketing. Skills related to the application of these concepts are developed through the study of computer applications, communication, team building, and decision making.

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/ecommerce/index.html*

Business Administration-Electronic Commerce Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
COM 110	Introduction to Communication	3
ENG 111	Expository Writing	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
	Humanities Elective**	3
	Select one of the following:	
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Major Courses		
ACC 120	Prin. of Financial Accounting I	4
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
ECO 251	Principles of Microeconomics	3
MKT 120	Principles of Marketing	3
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Concentration		
CIS 172	Introduction to the Internet	3
ECM 168	Electronic Business	3
ECM 210	Introduction to E-Commerce	3
ECM 220	Electronic Commerce Planning and Implementation	3
ECM 230	Capstone Project	3
Other Major Courses		
ACC 121	Prin. of Managerial Accounting	4
ACC 140	Payroll Accounting	2
ACC 131	Federal Income Taxes	3
BUS 225	Business Finance	3
BUS 240	Business Ethics	3
BUS 260	Business Communication	3
ECO 252	Principles of Macroeconomics	3
Other Required Courses		
ACA 111	College Student Success	1
Total Credits		**71-72**

***See page 116 for list of humanities electives.*

Carpentry (D35180)

Curriculum Description:

The Carpentry curriculum is designed to train students to construct residential structures using standard building materials and hand and power tools. Carpentry skills and a general knowledge of residential construction will also be taught.

Course work includes footings and foundations, framing, interior and exterior trim, cabinetry, blueprint reading, residential planning and estimating, and other related topics. Students will develop skills through hands-on participation.

Graduates should qualify for employment in the residential building construction field as rough carpenters, framing carpenters, roofers, maintenance carpenters and other related job titles.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/tech-voc/carpentry/index.html*

Carpentry Diploma Requirements

General Education Courses		**Credit Hours**
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
Major Courses		
BPR 130	Blueprint Reading/Construction	2
CAR 110	Introduction to Carpentry	2
CAR 111	Carpentry I	8
CAR 112	Carpentry II	8
CAR 113	Carpentry III	6
CAR 115	Residential Planning/Estimating	3
Other Major Courses		
CAR 120	Commercial Carpentry I	6
CAR 125	Commercial Carpentry II	6
Total Credits		**47**

Residential Carpentry Certificate Requirements

		Credit Hours
CAR 111	Carpentry I	8
CAR 112	Carpentry II	8
Total Credits		**16**

Commercial Carpentry Certificate Requirements

		Credit Hours
BPR 130	Blueprint Reading/Construction	2
CAR 110	Introduction to Carpentry	2
CAR 120	Commercial Carpentry I	6
CAR 125	Commercial Carpentry II	6
Total Credits		**16**

Computer Engineering Technology (A40160)

Curriculum Description:

The Computer Engineering Technology curriculum provides the skills required to install, service, and maintain computers, peripherals, networks, and microprocessor and computer controlled equipment. It includes training in both hardware and software, emphasizing operating systems concepts to provide a unified view of computer systems.

Coursework includes mathematics, physics, electronics, digital circuits, and programming, with emphasis on the operation, use, and interfacing of memory and devices to the CPU. Additional topics may include communications, networks, operating systems, programming languages, Internet configuration and design, and industrial applications.

Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring a knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/cet/index.html*

Computer Engineering Technology Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
ENG 111	Expository Writing	3
HUM 110	Technology and Society	3
MAT 171	Precalculus Algebra	3
MAT 171A	Precalculus Algebra Lab	1
COM 110	Intro. to Communication	3
	Select one of the following:	
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Major Courses		
CET 111	Computer Upgrade/Repair I	3
ELC 131	DC/AC Circuit Analysis	5
ELN 131	Electronic Devices	4
ELN 133	Digital Electronics	4
ELN 232	Intro. to Microprocessors	4
MAT 172	Precalculus Trigonometry	3
PHY 151	College Physics I	4
	Select one of the following:	
CSC 133	C Programming	3
CSC 134	C++ Programming	3
CSC 139	Visual BASIC Programming	3
Other Major Courses		
MAT 172A	Precalculus Trigonometry Lab	1
CIS 130	Survey of Operating Systems	3
ELN 233	Microprocessor Systems	4
CET 211	Computer Upgrade/Repair II	3
ELN 132	Linear IC Applications	4
ELN 150	CAD for Electronics	2
	Select one of the following:	
CIS 110	Intro. to Computers	3
CIS 111	Basic PC Literacy	2
Other Required Courses		
ACA 111	College Student Success	1
Total Credits		**66-67**

Associate in Cosmetology (A55140)

Curriculum Description:

The Cosmetology curriculum is designed to provide competency- based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successful passing of the State Board exam, graduates will be issued a license. Employment is available in beauty salons, and as skin/nail specialists, platform artists, and related businesses.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/cosmetology/index.html*

Cosmetology Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
ART 111	Art Appreciation	3
COM 110	Introduction to Communication	3
ENG 111	Expository Writing	3
PSY 150	General Psychology	3
	Select one of the following:	
MAT 115	Mathematical Models	3
	OR	
MAT 140	Survey of Mathematics **AND**	3
MAT 140A	Survey of Mathematics Lab	1
Major Courses		
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
	Select one of the following:	
COS 117	Cosmetology Concepts IV	2
COS 223	Contemp. Hair Coloring	2
Other Major Courses		
BUS 230	Small Business Management	3
COS 118	Salon IV	7
COS 121	Manicure/Nail Technology I	6
COS 122	Manicure/Nail Technology II	6
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Other Required Courses		
ACA 111	College Student Success	1
Total Credits		**74-76**

Cosmetology Diploma Requirements

		Credit Hours
ACA 111	College Student Success	1
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
COS 117	Cosmetology Concepts IV	2
COS 118	Salon IV	7

	Select one of the following:	
ENG 101	Applied Communication I	3
ENG 111	Expository Writing	3
	Select one of the following:	
MAT 101	Applied Mathematics I	3
	OR	
MAT 115	Mathematical Models	3

Total Credits 48

Certificate—Manicuring Requirements

		Credit Hours
COS 121	Manicure/Nail Technology I	6
COS 122	Manicure/Nail Technology II	6

Total Credits 12

Certificate—1200 Hours Requirements

		Credit Hours
COS 111	Cosmetology Concepts I	4
COS 112	Salon I	8
COS 113	Cosmetology Concepts II	4
COS 114	Salon II	8
COS 115	Cosmetology Concepts III	4
COS 116	Salon III	4
COS 223	Contemp. Hair Coloring	2

Total Credits 34

Cosmetology Instructor Training (C55160)

Curriculum Description:
The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/cosmetologyinst/index.html*

Cosmetology Instructor Training Certificate Requirements

Major Courses		Credit Hours
COS 271	Instructor Concepts I	5
COS 272	Instructor Practicum I	7
COS 273	Instructor Concepts II	5
COS 274	Instructor Practicum II	7
Total Credits		24

This certificate is offered during the day periodically throughout the year. COS 271 and COS 272 must be taken simultaneously and are prerequisites for COS 273 and COS 274, which must also be taken simultaneously. A current Cosmetology license and six (6) month's full-time experience as a licensed cosmetologist are required prior to entrance into this program.

Esthetics Technology Instructor Training (C55270)

Curriculum Description:

The Esthetics Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of esthetics theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/estheticsinst/index.html*

Esthetics Instructor Training Certificate Requirements

Major Courses		Credit Hours
COS 253	Esthetics Ins. Concepts I	11
COS 254	Esthetics Ins. Concepts II	11
Total Credits		**22**

A current Esthetics license and six (6) month's full-time experience as a licensed esthetician are required prior to entrance into this program.

Esthetics Technology (C55230)

Curriculum Description:
The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/esthetics/index.html*

Esthetics Technology Certificate Requirements

Major Courses		**Credit Hours**
COS 119	Esthetics Concepts I	2
COS 120	Esthetics Salon I	6
COS 125	Esthetics Concepts II	2
COS 126	Esthetics Salon II	6
Total Credits		**16**

Manicuring Instructor Training (C55380)

Curriculum Description:

The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology.

Course work includes all phases of manicuring theory laboratory instruction.

Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

* *For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/manicuringinst/index.html*

Manicuring Instructor Training Certificate Requirements

Major Courses		**Credit Hours**
COS 251	Manicure Instructor Concepts	8
COS 252	Manicure Instructor Practicum	5
Total Credits		**13**

The Manicuring Instructor Training Certificate is offered both day and evening periodically throughout the year. COS 252 is a corequisite for COS 251.

A current manicuring license and six (6) month's full-time experience as a licensed manicurist are required prior to entrance into this program.

Criminal Justice Technology (A55180)

Curriculum Description:

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

** For a semester by ssemester outline of the degree, please visit www.mayland.edu/academics/pubsafety/cj/index.html*

Criminal Justice Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
	Humanities Elective**	3
	Select one of the following sets:	
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1
	OR	
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
	Select one of the following:	
POL 120	American Government	3
POL 130	State & Local Government	3

Major Courses

CJC 111	Introduction to Criminal Justice	3
CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 131	Criminal Law	3
CJC 212	Ethics & Community Relations	3
CJC 221	Investigative Principles	4
CJC 231	Constitutional Law	3

Other Major Courses

CIS 110	Intro. To Computers	3
CJC 213	Substance Abuse	3
CJC 214	Victimology	3
CJC 222	Criminalistics	3
PSY 150	General Psychology	3

Select four courses from the following:

CJC 120	Interviews/Interrogations	2
CJC 121	Law Enforcement Operations	3
CJC 132	Crt. Procedure & Evidence	3
CJC 141	Corrections	3
CJC 223	Organized Crime	3
CJC 225	Crisis Intervention	3
CJC 233	Correctional Law	3
CJC 241	Community-Based Corrections	3

Other Required Courses

ACA 111	College Student Success	1

Total Credits 71

***See page 116 for list of humanities electives.*

Criminal Justice Certificate Requirements

		Credit Hours
CJC 111	Intro. to Criminal Justice	3
CJC 112	Criminology	3
CJC 121	Law Enfor. Operations	3
CJC 131	Criminal Law	3
CJC 141	Corrections	3
CJC 231	Constitutional Law	3
Total Credits		**18**

Early Childhood Associate (A55220)

Curriculum Description:
The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school age programs.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/earlychildhood/index.html*

Early Childhood Associate Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
BIO 143	Field Biology Minicourse	2
BIO 224	Local Flora Spring	2
ENG 111	Expository Writing	3
COM 110	Introduction to Communication	3
HUM 220	Human Values and Meaning	3
PSY 150	General Psychology	3
Major Courses		
COE 111	Co-Op Work Experience I	1
EDU 119	Early Childhood Education	4
EDU 131	Children, Family, and Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 221	Children with Exceptional Needs	3
Other Major Courses		
PSY 243	Child Psychology	3
SOC 213	Sociology of the Family	3
COE 115	Work Experience Seminar I	1
COE 121	Co-Op Work Experience II	1
COE 125	Work Experience Seminar II	1
COE 131	Co-Op Work Experience III	1
COE 135	Work Experience Seminar III	1
EDU 151	Creative Activities	3
EDU 151A	Creative Activities Lab	1
EDU 153	Health, Safety and Nutrition	3
EDU 153A	Health, Safety and Nutrition Lab	1
EDU 234	Infants, Toddlers, & Twos	3
EDU 251	Exploration Activities	3
EDU 259	Curriculum Planning	3
EDU 261	Early Childhood Administration I	2
EDU 282	Early Childhood Literature	3
	Select 9 hours from the following:	
EDU 235	School-Age Dev. & Prog.	2
EDU 263	Developing a School-Age Program	2
PSY 237	Social Psychology	3
SOC 210	Intro. to Sociology	3
SOC 220	Social Problems	3
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Other Required Courses		
ACA 111	College Student Success	1
Total Credits		**75-76**

Early Childhood Associate Diploma Requirements

		Credit Hours
ACA 111	College Student Success	1
ENG 111	Expository Writing	3
HUM 220	Human Values and Meaning	3
COE 111	Co-op. Work Experience I	1
EDU 119	Early Childhood Education	4
EDU 131	Children, Family, and Comm.	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 146	Child Guidance	3
EDU 221	Children w/ Exceptional Needs	3
COE 115	Work Experience Seminar I	1
EDU 151	Creative Activities	3
EDU 151A	Creative Activities Lab	1
EDU 153	Health, Safety and Nutrition	3
EDU 153A	Health, Safety and Nutri. Lab	1
EDU 251	Exploration Activities	3
EDU 259	Curriculum Planning	3
EDU 261	Early Childhood Admin. I	2
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Total Credits		**46-47**

Early Childhood Associate Certificate Requirements

		Credit Hours
EDU 119	Intro. to Early Childhood Edu.	4
EDU 131	Children, Family, & Community	3
EDU 144	Child Development I	3
EDU 146	Child Guidance	3
EDU 151	Creative Activities	3
EDU 151A	Creative Activities Lab	1
Total Credits		**17**

Early Childhood Associate Certificate for Administrators Requirements

		Credit Hours
EDU 119	Early Childhood Education	4
EDU 144	Child Development I	3
EDU 259	Curriculum Planning	3
EDU 261	Early Childhood Administration I	2
EDU 262	Early Childhood Administration II	3
Total Credits		**15**

Electrical/Electronics Technology (D35220)

Curriculum Description:

The Electrical/Electronics Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/ electronic systems found in residential, commercial, and industrial facilities.

Training, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, digital electronics, programmable logic controllers, industrial motor controls, the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainer or apprentice, assisting in the layout, installation, and maintenance of electrical/electronic systems.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/wiring/index.html*

Electrical/Electronics Technology Diploma Requirements

General Education Courses		**Credit Hours**
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
MAT 102	Applied Mathematics II	3
Major Courses		
ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 117	Motors and Controls	4
ELC 114	Basic Wiring II	4
Other Major Courses		
ELC 115	Industrial Wiring	4
ELC 118	National Electrical Code	2
ELC 119	NEC Calculations	2
ELC 128	Introduction to PLC	3
ELC 132	Electrical Drawings	2
ELC 135	Electrical Machines I	3
ELC 231	Electric Power Systems	4
Other Required Courses		
ACA 111	College Student Success	1
Total Credits		**47**

Electrical/Electronics Technology-Residential Wiring Certificate Requirements

		Credit Hours
MAT 101	Applied Mathematics I	3
ELC 112	DC/AC Electricity	5
ELC 113	Basic Wiring I	4
ELC 118	National Electrical Code	2
ELC 119	NEC Calculations	2
Total Credits		**16**

Electrical/Electronics Technology-Industrial Wiring Certificate Requirements

		Credit Hours
MAT 101	Applied Mathematics I	3
ELC 112	DC/AC Electricity	5
ELC 117	Motors & Controls	4
ELC 115	Industrial Wiring	4
ELC 118	National Electrical Code	2
Total Credits		**18**

Electronics Engineering Technology (A40200)

Curriculum Description:

The Electronics Engineering Technology curriculum prepares individuals to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems.

A broad-based core of courses, including basic electricity, solid-state fundamentals, digital concepts and microprocessors, ensures the student will develop the skills necessary to perform entry-level tasks. Emphasis is placed on developing the student's ability to analyze and troubleshoot electronic systems.

Graduates should qualify for employment as engineering assistants or electronic technicians with job titles including electronics engineering technician, field service technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/electronics/index.html*

Electronics Engineering Technology Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
ENG 111	Expository Writing	3
HUM 110	Technology and Society	3
MAT 171	Precalculus Algebra	3
MAT 171A	Precalculus Algebra Lab	1
	Select one of the following:	
COM 110	Intro. to Communication	3
ENG 114	Prof. Research and Reporting	3
	Select one of the following:	
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Major Courses		
ELC 131	DC/AC Circuit Analysis	5
ELN 131	Electronic Devices	4
ELN 132	Linear IC Applications	4
ELN 133	Digital Electronics	4
ELN 232	Intro. To Microprocessors	4
MAT 172	Precalculus Trigonometry	3
MAT 172A	Precalculus Trigonometry Lab	1
PHY 151	College Physics I	4

Other Major Courses		
CIS 215	Hardware Installation/Maint.	3
ELN 150	CAD for Electronics	2
ELN 234	Communication Systems	4
ELN 233	Microprocessor Systems	4
PHY 152	College Physics II	4
	Select one of the following:	
CSC 132	BASIC Programming	3
CSC 133	C Programming	3
CSC 134	C++ Programming	3
CSC 139	Visual BASIC Programming	3
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2

Other Required Courses		
ACA 111	College Student Success	1

Total Credits **68-69**

Electronics Engineering Technology Basic Electronics Certificate – Level I Requirements

		Credit Hours
MAT 171	Precalculus Algebra	3
MAT 171A	Precalculus Algebra Lab	1
ELC 131	DC/AC Circuit Analysis	5
ELN 131	Electronic Devices	4
ELN 132	Linear IC Applications	4
Total Credits		**17**

Electronics Engineering Technology Digital Electronics – Level II Requirements

		Credit Hours
ENG 111	Expository Writing	3
ELN 232	Intro. To Microprocessors	4
ELN 133	Digital Electronics	4
ELN 233	Microprocessor Systems	4
Total Credits		**15**

Electronics Engineering Technology Applied Electronics Certificate – Level II Requirements

		Credit Hours
ENG 111	Expository Writing	3
ELN 232	Intro. To Microprocessors	4
ELN 150	CAD for Electronics	2
ELN 234	Communication Systems	4
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Total Credits		**15-16**

General Occupational Technology (D55280)

Curriculum Description:

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

The following courses are primarily intended for students seeking admittance to the Associate Degree Nursing program. However, the curriculum content can be individualized for students seeking to upgrade their skills.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/health/genocctech/indexnur.html*

General Occupational Technology Diploma Requirements

General Education Courses		**Credit Hours**
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
	Humanities Elective**	3
Other Major Courses		
BIO 163	Basic Anatomy & Physiology	5
BIO 165	Anatomy & Physiology I	4
BIO 166	Anatomy & Physiology II	4
PSY 241	Developmental Psychology	3
PSY 150	General Psychology	3
BIO 175	General Microbiology	3
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
Select 3 hours from the following:		
COM 110	Introduction to Communication	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
ENG 112	Argument-Based Research	3
ENG 113	Literature-Based Research	3
ACC 115	College Accounting	4
MAT 151	Statistics I	3
MAT 151A	Statistics I Lab	1
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law & Ethics	2
Other Required Courses		
ACA 111	College Student Success	1
	Select one of the following:	
CIS 110	Intro. to Computers	3
CIS 111	Basic PC Literacy	2
CIS 113	Computer Basics	1
Total Credits		**42-44**

***See page 116 for list of humanities electives.*

General Occupational Technology - Medical Assisting (D55280M)

Curriculum Description:

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

The following courses are primarily intended for students seeking admittance to the Medical Assisting program. However, the curriculum content can be individualized for students seeking to upgrade their skills.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/health/genocctech/indexmedasst.html*

General Occupational Technology–Medical Assisting Diploma Requirements

General Education Courses		**Credit Hours**
COM 110	Introduction to Communication	3
ENG 111	Expository Writing	3
ENG 114	Prof. Research & Reporting	3
PSY 150	General Psychology	3
	Humanities Elective**	3
Major Courses		
MED 110	Orientation to Medical Assisting	1
ACC 115	College Accounting	4
ACC 140	Payroll Accounting	2
BUS 137	Principles of Management	3
OST 184	Records Management	2
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
	Select one of the following:	
BIO 163	Basic Anatomy & Physiology	5
MED 116	Intro. to Anatomy & Physiology	4
Other Required Courses		
ACA 111	College Student Success	1
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
CIS 113	Computer Basics	1
Total Credits		**41-44**

***See page 116 for list of humanities electives.*

Horticulture (A15240)

Curriculum Description:

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticulture principles and practices are included in the program of study.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/tech-voc/horticulture/index.html*

Horticulture Technology Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
ENG 111	Expository Writing	3
COM 110	Introduction to Communication	3
	Humanities Elective**	3
	Select one set of the following:	
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1
	OR	
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
	Select one of the following:	
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Major Courses		
HOR 160	Plant Materials I	3
HOR 162	Applied Plant Science	3
HOR 164	Horticulture Pest Management	3
HOR 166	Soils & Fertilizers	3
HOR 168	Plant Propagation	3
Other Major Courses		
HOR 112	Landscape Design I	3
HOR 154	Intro. To Hort Therapy	4
HOR 170	Horticulture Computer App.	2
HOR 213	Landscape Design II	3
HOR 245	Horticulture Specialty Crops	3
HOR 251	Insects and Diseases	3
HOR 260	Plant Materials II	3
HOR 273	Horticulture Mgt. & Marketing	3
	Select one of the following:	
HOR 114	Landscape Construction	3
HOR 268	Advanced Propagation	3
Select 6 hours from the following:		
HOR 225	Nursery Production	3
HOR 235	Greenhouse Production	3
COE 112	Co-op Work Experience I	2
COE 115	Work Experience Seminar I	1
	Select one of the following:	
CIS 110	Intro. to Computers	3
CIS 111	Basic PC Literacy	2
	Select one of the following:	
HOR 118	Equip. Operation & Maintenance	2
HOR 257	Arboriculture Practice	2
HOR 255	Interiorscapes	2

Horticulture Continued

Other Required Courses		Credit Hours
ACA 111	College Student Success	1

Total Credits **69-70**

***See page 116 for list of humanities electives.*

Horticulture Landscaping Diploma Requirements

		Credit Hours
HOR 160	Plant Materials I	3
HOR 162	Applied Plant Science	3
HOR 164	Horticulture Pest Management	3
HOR 166	Soils & Fertilizers	3
HOR 168	Plant Propagation	3
HOR 112	Landscape Design I	3
HOR 114	Landscape Construction	3
HOR 170	Horticulture Computer App.	2
HOR 213	Landscape Design II	3
HOR 260	Plant Materials II	3
HOR 273	Hort. Mgt. & Marketing	3
	Select one of the following:	
HOR 118	Equip.Operation & Maintenance	2
HOR 257	Arboriculture Practice	2
HOR 255	Interiorscapes	2
	Select one of the following:	
MAT 101	Applied Mathematics I	3
	OR	
MAT 140	Survey of Mathematics **AND**	3
MAT 140A	Survey of Mathematics Lab	1
	OR	
MAT 161	College Algebra **AND**	3
MAT 161A	College Algebra Lab	1
	Select one of the following:	
ENG 101	Applied Communications I	3
ENG 111	Expository Writing	3

Total Credits **40-41**

Horticulture Plant Production Diploma Requirements

		Credit Hours
HOR 160	Plant Materials I	3
HOR 162	Applied Plant Science	3
HOR 164	Horticulture Pest Management	3
HOR 166	Soils & Fertilizers	3
HOR 168	Plant Propagation	3
HOR 170	Horticulture Computer App.	2
HOR 225	Nursery Production	3
HOR 235	Greenhouse Production	3

		Credit Hours
HOR 245	Horticulture Specialty Crops	3
HOR 251	Insects and Diseases	3
HOR 260	Plant Materials II	3
HOR 273	Hort. Mgt. & Marketing	3
	Select one of the following:	
MAT 101	Applied Mathematics I	3
	OR	
MAT 140	Survey of Mathematics **AND**	3
MAT 140A	Survey of Mathematics Lab	1
	OR	
MAT 161	College Algebra **AND**	3
MAT 161A	College Algebra Lab	1
	Select one of the following:	
ENG 101	Applied Communications I	3
ENG 111	Expository Writing	3

Total Credits **41-42**

Horticulture Landscaping Certificate Requirements

		Credit Hours
HOR 112	Plant Materials I	3
HOR 114	Landscape Construction	3
HOR 160	Plant Materials I	3
HOR 164	Horticulture Pest Management	3
HOR 166	Soils & Fertilizers	3
HOR 213	Landscape Design II	3

Total Credits **18**

Horticulture Certificate Requirements

		Credit Hours
HOR 160	Plant Materials I	3
HOR 162	Applied Plant Science	3
HOR 164	Horticulture Pest Management	3
HOR 166	Soils & Fertilizers	3
HOR 168	Plant Propagation	3
HOR 235	Greenhouse Production	3

Total Credits **18**

Information Systems Technology (A25260)

Curriculum Description:

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible program, designed to meet community information systems needs.

Course work includes computer systems terminology and operations, logic, operating systems, database, data communications/networking, and related business topics. Studies will provide experience for students to implement, support, and customize industry-standard information systems.

Graduates should qualify for a wide variety of computer-related, entry-level positions that provide opportunities for advancement with increasing experience and ongoing training. Duties may include systems maintenance and troubleshooting, support and training, and business applications design and implementation.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/infosys/index.html*

Information Systems Technology Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
ENG 111	Expository Writing	3
COM 110	Introduction to Communication	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
	Humanities Elective**	3
	Select one of the following:	
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Major Courses		
ACC 120	Prin. of Financial Accounting I	4
CIS 115	Intro. to Programming and Logic	3
CIS 130	Survey of Operating Systems	3
CIS 152	Database Concepts & Apps.	3
NET 110	Data Comm./Networking	3
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Other Major Courses		
BUS 240	Business Ethics	3
BUS 260	Business Communication	3
CET 111	Computer Upgrade/Repair I	3
CIS 120	Spreadsheet I	3
CSC 139	Visual BASIC Programming	3
ITN 240	Internet Security	3
NET 125	Routing & Switching I	3
NET 126	Routing & Switching II	3
NET 260	Internet Dev. & Support	3
OST 131	Keyboarding	2
OST 136	Word Processing	2
	Select one of the following:	
ITN 160	Principles of Web Design	3
NET 225	Adv. Routing & Switching I	3
	Select one of the following:	
CET 211	Computer Upgrade/Repair II	3
ITN 260	Intro. to E-Commerce	3
NET 226	Adv. Routing & Switching II	3
Other Required Courses		
ACA 111	College Student Success	1
Total Credits		**72-73**

***See page 116 for list of humanities electives.*

Information Systems Technology Diploma Requirements

		Credit Hours
ACA 111	College Student Success	1
BUS 260	Business Communication	3
CET 111	Computer Upgrade/Repair I	3
CIS 110	Introduction to Computers	3
CIS 115	Intro. to Programming and Logic	3
CIS 120	Spreadsheet I	3
CIS 130	Survey of Operating Systems	3
CIS 152	Database Concepts & Apps.	3
CSC 139	Visual BASIC Programming	3
ENG 111	Expository Writing	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
NET 110	Data Comm./Networking	3
NET 125	Routing & Switching I	3
NET 126	Routing & Switching II	3
NET 260	Internet Dev. & Support	3
OST 131	Keyboarding	2
OST 136	Word Processing	2
Total Hours		**48**

Information Systems Certificate Requirements

		Credit Hours
CET 111	Computer Upgrade/Repair I	3
CIS 110	Introduction to Computers	3
CIS 115	Intro. to Programming & Logic	3
CIS 130	Survey of Operating Systems	3
NET 110	Data Comm./Networking	3
NET 260	Internet Dev. & Support	3
Total Credits		**18**

Information Systems Networking Certificate Requirements Day Program Only

		Credit Hours
NET 125	Routing & Switching I	3
NET 126	Routing & Switching II	3
NET 225	Adv. Routing & Switching I	3
NET 226	Adv. Routing & Switching II	3
Total Credits		**12**

Masonry (D35280)

Curriculum Description:

The Masonry curriculum is designed to prepare individuals to work in the construction industry as masons. Masonry courses provide principles and fundamentals of masonry and experiences necessary to produce quality construction using safe, practical, and reliable work habits.

Course work includes basic mathematics, blueprint reading and methods used in laying out masonry jobs for residential, commercial, and industrial construction. Upon completion, students will be able to read blueprints, estimate structures, construct footings and walks, and lay masonry units.

Upon completion, students will be issued a certificate or diploma. Graduates should qualify for employment in the masonry industry as apprentices or masons.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/tech-voc/masonry/index.html*

Masonry Diploma Requirements

General Education Courses		**Credit Hours**
ENG 101	Applied Communications I	3
MAT101	Applied Mathematics I	3
Major Courses		
BPR 130	Blueprint Reading/Construction	2
MAS 110	Masonry I	10
MAS 120	Masonry II	10
MAS 130	Masonry III	8
Other Major Courses		
MAS 140	Introduction to Masonry	2
MAS 170	Masonry Technology Mgt.	2
WOL 110	Basic Construction Skills	3
Total Credits		43

Masonry Certificate Requirements

		Credit Hours
BPR 130	Blueprint Reading/Construction	2
MAS 110	Masonry I	10
MAS 140	Introduction to Masonry	2
MAS 170	Masonry Technology Mgt.	2
Total Credits		**16**

Medical Assisting (A45400)

Curriculum Description:

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medical administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Once a student is accepted into the Medical Assisting Program, courses must be taken in sequence. Courses with course numbers that do not begin with MED may be taken prior to acceptance into the Medical Assisting Program, as well as the following courses: MED 110, MED 118, MED 121, and MED 122.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/health/medasst/index.html*

Medical Assisting Associate in Applied Science Degree Requirements Day Program

General Education Courses		**Credit Hours**
BIO 111	General Biology I	4
COM 110	Intro. to Communication	3
ENG 111	Expository Writing	3
ENG 114	Prof. Research & Reporting	3
	Humanities Elective**	3
PSY 150	General Psychology	3
Major Courses		
MED 110	Orientation to Med. Assisting	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Administrative Office Proc. I	2
MED 131	Administrative Office Proc. II	2
MED 134	Medical Transcription	3
MED 140	Exam Room Procedures I	5
MED 150	Lab Procedures I	5
MED 260	MED Clinical Externship	5
	Select one of the following:	
BIO 163	Basic Anatomy & Physiology	5
MED 116	Intro. to Anatomy & Physiology	4
Other Major Courses		
ACC 115	College Accounting	4
ACC 140	Payroll Accounting	2
BUS 137	Principles of Management	3
MED 240	Exam Room Procedures II	5
MED 262	Clinical Perspective	1
MED 270	Symptomatology	3
OST 148	Med. Coding, Billing, & Ins.	3
Total Credits		**75-76**

***See page 116 for list of humanities electives.*

Medical Assisting Diploma Requirements— Day Program

		Credit Hours
ENG 111	Expository Writing	3
ENG 114	Prof. Research & Reporting	3
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Administrative Office Proced. I	2
MED 131	Administrative Office Proced. II	2
MED 134	Medical Transcription	3
MED 140	Exam Room Procedures I	5
MED 150	Lab Procedures I	5
MED 260	MED Clinical Externship	5
MED 240	Exam Room Procedures II	5
MED 262	Clinical Perspective	1
	Select one of the following:	
BIO 163	Basic Anatomy & Physiology	5
MED 116	Intro. to Anatomy & Physiology	4
Total Credits		**47-48**

Associate Degree Nursing, Non-Integrated (A45120)

Curriculum Description:

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the lifespan in a variety of settings.

Courses will include content related to the nurse's role as provider of nursing care, as manager of care, as member of the discipline of nursing, and as a member of the interdisciplinary team.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, long-term care facilities, clinics, physician's offices, industry, and community agencies.

**Students successfully completing NUR 115 are eligible to apply to be listed in the *Nurse Aide I Registry* through the Division of Facilities Services, if they so desire.

**Students successfully completing NUR 135 are eligible to apply to be certified as a Nurse Aide II through the North Carolina Board of Nursing, if they so desire.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/health/nursing/index.html*

Associate Degree Nursing, Non-Integrated Requirements—Day Program

General Education Courses		**Credit Hours**
BIO 165	Anatomy & Physiology I	4
BIO 166	Anatomy & Physiology II	4
	Humanities Elective**	3
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
Major Courses		
NUR 115	Fundamentals of Nursing	5
NUR 125	Maternal-Child Nursing	8
NUR 135	Adult Nursing I	9
NUR 185	Mental Health Nursing	5
NUR 235	Adult Nursing II	10
NUR 116	Nursing of Older Adults	4
NUR 186	Clinical Supplement	1
NUR 244	Issues and Trends	2
BIO 175	General Microbiology	3
	***Select one of the following*:**	
NUR 133	Nursing Assessment	3
NUR 189	Nursing Transition	2
	Select one of the following:	
NUR 117	Pharmacology	2
NUR 187	Nursing Practicum	2
Other Required Courses		
CIS 113	Computer Basics	1
Total Credits		**75-76**

***See page 116 for list of humanities electives.*

Nursing Assistant (C45480)

Curriculum Description:

The Nursing Assistant curriculum prepares individuals to work under the supervision of licensed health care professionals in performing nursing care and services for persons of all ages.

Course work emphasizes growth and development throughout the life span, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Graduates of this curriculum may be eligible to be listed on the registry as a Nursing Assistant I and Nursing Assistant II. They may be employed in home health agencies, hospitals, clinics, nursing homes, extended care facilities, and doctors' offices.

** For more information please visit www.mayland.edu/academics/health/nursasst/index.html*

Nursing Assistant Certificate Requirements

Major Courses		**Credit Hours**
NAS 101	Nursing Assistant I	5
NAS 102	Nursing Assistant II	6
NAS 103	Home Health Care	2
Total Credits		**13**

The Nursing Assistant Certificate is offered both day and evening periodically throughout the year.

Practical Nursing (D45660)

Curriculum Description:

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults.

Students will participate in assessment, planning, implementing, and evaluating nursing care.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

**Students successfully completing NUR 101 are eligible to apply to be listed in the *Nurse Aide I Registry* through the Division of Facilities Services, if they so desire.

**Students successfully completing NUR 102 are eligible to apply to be certified as a Nurse Aide II through the North Carolina Board of Nursing, if they so desire.

For more information visist www.mayland.edu/academics/health/pn/index.html

Practical Nursing Diploma Requirements
Late Afternoon/Evening Program

General Education Courses		**Credit Hours**
BIO 163	Basic Anatomy and Physiology	5
ENG 111	Expository Writing	3
PSY 150	General Psychology	3
Major Courses		
NUR 101	Practical Nursing I	11
NUR 102	Practical Nursing II	12
NUR 103	Practical Nursing III	10
Other Major Courses		
NUR 117	Pharmacology	2
	Select one of the following:	
CIS 111	Basic PC Literacy	2
CIS 113	Computer Basics	1
Total Credits		**47-48**

Office Systems Technology (A25360)

Curriculum Description:

The Office Systems Technology Curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/buspubser/offsystech/index.html*

Office Systems Technology Associate in Applied Science Degree Requirements

General Education Courses		**Credit Hours**
COM 110	Introduction to Communication	3
ENG 111	Expository Writing	3
	Humanities Elective**	3
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1
	Select one of the following:	
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Major Courses		
OST 164	Text Editing Applications	3
OST 184	Records Management	2
OST 136	Word Processing	2
	Select one of the following:	
BUS 135	Principles of Supervision	3
OST 181	Intro. to Office Systems	3
	Select one of the following:	
CIS 110	Introduction to Computers	3
CIS 111	Basic PC Literacy	2
Other Major Courses		
ACC 140	Payroll Accounting	2
BUS 115	Business Law I	3
BUS 121	Business Math	3
BUS 137	Principles of Management	3
BUS 240	Business Ethics	3
BUS 260	Business Communication	3
CIS 120	Spreadsheet I	3
CIS 152	Database Concepts & Apps.	3
CIS 169	Business Presentations	2
CIS 172	Intro. to Internet	3
OST 131	Keyboarding	2
OST 132	Keyboard Skill Building	2
OST 236	Adv. Word/Info. Processing	3
OST 233	Office Publications Design	3
OST 284	Emerging Technologies	2
	Select one of the following:	
ACC 115	College Accounting	4
ACC 120	Prin. of Financial Accounting I	4
Other Required Courses		
ACA 111	College Student Success	1
Total Credits		**73-74**

***See page 116 for list of humanities electives.*

Office Systems Technology Diploma Requirements

		Credit Hours
ACA 111	College Student Success	1
COM 110	Intro. to Communication	3
ENG 111	Expository Writing	3
OST 164	Text Editing Applications	3
OST 184	Records Management	2
OST 136	Word Processing	2
OST 181	Intro. to Office Systems	3
ACC 140	Payroll Accounting	2
BUS 121	Business Math	3
CIS 120	Spreadsheet I	3
CIS 169	Business Presentations	2
CIS 172	Intro. To Internet	3
OST 131	Keyboarding	2
	Select one of the following:	
CIS 111	Basic PC Literacy	2
CIS 110	Introduction to Computers	3
	Select one of the following:	
ACC 115	College Accounting	4
ACC 120	Prin. of Financial Accounting I	4
Total Credits		**38-39**

Office Systems Technology General Office Certificate Requirements

		Credit Hours
ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3
OST 184	Records Management	2
OST 131	Keyboarding	2
OST 136	Word Processing	2
OST 164	Text Editing Applications	3
OST 181	Intro. to Office Systems	3
Total Credits		**16**

Office Systems Technology Applications Software Certificate Requirements

		Credit Hours
CIS 110	Introduction to Computers	3
CIS 120	Spreadsheet I	3
CIS 152	Database Concepts & App.	3
CIS 169	Business Presentations	2
OST 131	Keyboarding	2
OST 136	Word Processing	2
OST 236	Adv. Word/Information Proc.	3
Total Credits		**18**

Plumbing (D35300)

Curriculum Description:

The Plumbing curriculum is designed to give individuals the opportunity to acquire basic skills to assist with the installation and repair of plumbing systems in residential and small buildings.

Course work includes sketching diagrams, interpretation of blueprints, and practices in plumbing assembly. Students will gain knowledge of state codes and requirements.

Graduates should qualify for employment at part supply houses, maintenance companies, and plumbing contractors to assist with various plumbing applications.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/tech-voc/plumbing/index.html*

Plumbing Diploma Requirements

General Education Courses		**Credit Hours**
ENG 101	Applied Communications I	3
MAT101	Applied Mathematics I	3
Major Courses		
BPR 130	Blueprint Reading/Construction	2
PLU 110	Modern Plumbing	9
PLU 120	Plumbing Applications	9
PLU 130	Plumbing Systems	6
PLU 140	Intro. To Plumbing Codes	2
PLU 150	Plumbing Diagrams	2
WLD 112	Basic Welding Processes	2
Other Major Courses		
PLU 160	Plumbing Estimates	2
PLU 211	Commercial/Industrial Plumbing	3
Total Credits		43

Plumbing Certificate

		Credit Hours
PLU 120	Plumbing Applications	9
PLU 130	Plumbing Systems	6
PLU 160	Plumbing Estimates	2
Total Credits		17

Truck Driving Training (C60300)

Certificate

This program is offered through a collaborative agreement with Caldwell Community College and Technical Institute, Hudson, North Carolina.

Curriculum Description:

The Truck Driving Training curriculum prepares individuals to drive tractor trailer rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work includes motor vehicle laws and regulations, map reading, vehicle maintenance, safety procedures, daily logs, defensive driving, freight handling, security and fire protection. Highway driving training range exercises, and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver's License exam and are employable by commercial trucking firms. They may also become owner-operators and work as private contract haulers.

Truck Driving Training Requirements

		Credit Hour
TRP 100	Truck Driver Training	12

Refer to Caldwell Community College and Technical Institute Catalog for course description.

Note: Graduates from this program must have a reading score of 65 or better on the Computerized Placement Test or must have successfully completed RED 080 - Introduction to College Reading.

For more information, contact Mayland's Student Development Department.

Welding (D50420)

Curriculum Description:

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and application essential for successful employment in the welding and metals industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

** For a semester by semester outline of the degree, please visit www.mayland.edu/academics/tech-voc/welding/index.html*

Welding Diploma Requirements

General Education Courses		**Credit Hours**
ENG 101	Applied Communications I	3
MAT 101	Applied Mathematics I	3
Major Courses		
WLD 110	Cutting Processes	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols & Specifications	3
Other Major Courses		
WLD 112	Basic Welding Processes	2
WLD 122	GMAW (MIG) Plate/Pipe	3
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 151	Fabrication I	4
WLD 143	Welding Metallurgy	2
WLD 261	Certification Practices	2
Total Credits		**41**

Welding Level I Certificate Requirements

		Credit Hours
WLD 110	Cutting Process	2
WLD 115	SMAW (Stick) Plate	5
WLD 121	GMAW (MIG) FCAW/Plate	4
WLD 112	Basic Welding Processes	2
Total Credits		**13**

Welding Level II Certificate Requirements

		Credit Hours
WLD 131	GTAW (TIG) Plate	4
WLD 141	Symbols and Specifications	3
WLD 116	SMAW (Stick) Plate/Pipe	4
WLD 122	GMAW (MIG) Plate/Pipe	3
Total Credits		**14**

Transfer Programs

Transfer programs are designed for Mayland's students 1) who plan to transfer to four-year institutions to continue their formal education for baccalaureate degrees or 2) who wish to earn associate degrees in curriculum majors not awarded at Mayland Community College. Through articulation agreements with other two-year colleges, students can complete a significant number of credit hours at Mayland. Students interested in any transfer program listed in this section should discuss transferring to the other institutions with representatives of those institutions early in their studies at Mayland Community College. Furthermore, transfer students will work with their academic advisors at Mayland to plan their programs of study to meet the requirements of the colleges to which they plan to transfer. Entrance requirements for transfer students vary among two-year and senior institutions. The transfer of credits is a privilege granted by the institutions to which the students plan to transfer, and all applicants and requests for transfer credits are evaluated individually. All students must complete courses at Mayland Community College with grades acceptable to the institutions to which they plan to transfer.

Mayland's Transfer Programs include:

- Associate in Arts (A10100)
- Associate in Arts Pre-Major, Birth to Kindergarten (A10100K)
- Associate in Arts Pre-Business Administration (A1010B)
- Associate in Arts Pre-Criminal Justice (A1010D)
- Associate in Arts Pre-Elementary Education (A1010P)
- Associate in Science (A10400)
- General Occupational Technology- Diploma Business Administration Concentration Marketing and Retailing (D55280B)
- General Occupational Technology-Diploma Forest Management Technology (D55280F)
- General Occupational Technology-Diploma Physical Therapy Assistant (D55280P)

Partnership Agreements

Partnership, or "articulation," agreements between Mayland and four-year institutions allow students who complete their specified programs at Mayland to transfer to other institutions without significant loss of credit. The overall transfer process is simplified and more predictable; the academic needs and interests of students are emphasized; and overall status of the students is strengthened since they enter their next institutions as juniors.

The intent of the Partnership/Articulation agreements is for students to complete their associate degrees under the terms of the agreement **prior** to their transfer. Community college credit indicated in the articulated programs will be accepted in transfer programs without evaluation on a course-by-course basis.

Students are strongly encouraged to discuss their transfer interests with their Mayland advisors and with the representatives of intended institutions of transfer. Following are the Partnership Agreements Mayland Community College has to benefit students interested in these selected majors and/or institutions.

Step One	Step Two	Goal Accomplished
Graduate with an A.A., A.A.S. or A.S. Degree from Mayland Community College	Begin at a 4-year university as a junior	Graduate with a Bachelor's Degree from the 4-year university

With a two-year degree from Mayland Community College in:	**the student can transfer to the University of North Carolina at Greensboro to complete a four-year degree in:**
• A.A.S. in Information Systems, Office Systems Technology, Accounting or Business Administration	• B.S. in the Bryan School of Business and Economics
• A.A.S. in Nursing	• B.S. in Nursing
• A.A.S. in Early Childhood Associate	• B.S. Elementary Education (K-6)
• A.A.S. in Early Childhood Associate	• B.S. in Human Development Family Studies
• A.A.S. in Early Childhood Associate	• B.S. in Specialized Education Services (LD & BED)

With a two-year degree from Mayland Community College in:	**the student can transfer to Lees McRae College to complete a four-year degree in:**
• A.A.S. in Nursing	• B.S. in Nursing
• A.A.S. in Criminal Justice	• B.S. in Criminal Justice
• A.A.S. in any major	• Direct transfer agreement allows all Associate Degree graduates to register as juniors at LMC

With a two-year degree from Mayland Community College in:	**the student can transfer to North Carolina State University to complete a four-year degree in:**
• A.A.S. in Horticulture Technology	• B.S. in Horticultural Science

Partnership Agreements continued

With a two-year degree from Mayland Community College in:	the student can transfer to Western Carolina University to complete a four-year degree in:
• A.A.S. in Electronics Engineering Technology	• B.S. in Electronics Engineering Technology
• A.A.S. in Electronics Engineering Technology	• B.S. in Telecommunications Engineering Technology
• A.A.S. in Early Childhood	• B.S. in Birth-Kindergarten
• A.A.S. in Criminal Justice Technology	• B.S. in Criminal Justice
• A.A.S. or A.S. degree	• B.S. in Elementary & Middle School Grades Education

With a two-year degree from Mayland Community College in:	the student can transfer to North Carolina A&T State University to complete a four-year degree in:
• A.A.S. in Horticulture Technology	• B.S. in Landscape Horticulture Design

Associate in Arts (A10100)

Curriculum Description:

The College Transfer Program is designed for the students who plan to transfer to four-year institutions to continue their formal education for Baccalaureate Degrees. The program of study includes a general education core of 44 semester hours credit distributed as follows:

English Composition (6)
Humanities/Fine Arts (12)
Social/Behavioral Sciences (12)
Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four-year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisors should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

Associate in Arts Degree Requirements
Day and Evening Program

General Education Core (44 SHC)

English Composition		Credit Hours
ENG 111	Expository Writing	3
	Select one of the following:	
ENG 112	Argument-Based Research	3
ENG 113	Literature-Based Research	3
ENG 114	Professional Res. & Rep.	3

Humanities/Fine Arts

Select 9 hours from at least two of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, philosophy, and religion.

ART 111	Art Appreciation	3
ART 116	Survey of American Art	3
DAN 110	Dance Appreciation	3
DRA 111	Theatre Appreciation	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
HUM 110	Technology and Society	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 130	Myth in Human Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values & Meaning	3
MUS 110	Music Appreciation	3
MUS 113	American Music	3
PHI 210	History of Philosophy	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
REL 211	Intro. to Old Testament	3
REL 212	Intro. to New Testament	3
REL 221	Religion in America	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

Literature: Select one course from the following:

ENG 131	Intro. to Literature	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3

Associate in Arts Continued

Social/Behavioral Science (12 SHC)
Select **three** courses from at least **two** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

ANT 221	Comparative Cultures	3
ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
GEO 111	World Regional Geography	3
GEO 112	Cultural Geography	3
GEO 130	Gen. Physical Geography	3
POL 110	Intro. Political Science	3
POL 120	American Government	3
POL 210	Comparative Government	3
PSY 150	General Psychology	3
PSY 237	Social Psychology	3
PSY 239	Psychology of Personality	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3

History—Select one course:

HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3

Natural Sc./Math (14 SHC)
Natural Sc. (8 SHC): Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines.

AST 111	Descriptive Astronomy	3
AST 111A	Descriptive Astronomy Lab	1
AST 151	General Astronomy I	3
AST 151A	General Astronomy I Lab	1
AST 152	General Astronomy II	3
AST 152A	General Astronomy II Lab	1
BIO 111	General Biology I	4
BIO 112	General Biology II	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
GEL 111	Introductory Geology	4
GEL 113	Historical Geology	4
GEL 120	Physical Geology	4
GEL 230	Environmental Geology	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4

Mathematics (6 SHC): Select at least one course in introductory mathematics; the other unit may be selected from among other quantitative subjects, such as computer science and statistics.

	Select one of the following:	
MAT 140	Survey of Mathematics	3
MAT 161	College Algebra	3
	Select one of the following:	
MAT 162	College Trigonometry	3
MAT 151	Statistics I	3
MAT 165	Finite Mathematics	3

Other Required Hours (21 SHC)
Courses in health, physical education, college orientation, and/or study skills may be included as other required hours. **The following seven (7) hours are required.**

ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3
COM 110	Introduction to Communication	3

Select fourteen (14) semester hours credit from core classes not selected above or any of the following:

Humanities/Fine Arts

ART 117	Non-Western Art History	3
ART 121	Design I	3
ART 131	Drawing I	3
ART 132	Drawing II	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 260	Photography Appreciation	3
ART 261	Photography I	3
ART 288	Studio	3
DRA 122	Oral Interpretation	3
DRA 126	Storytelling	3
ENG 125	Creative Writing I	3
ENG 126	Creative Writing II	3
ENG 233	Major American Writers	3
ENG 243	Major British Writers	3
ENG 251	Western World Literature I	3
ENG 252	Western World Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
ENG 272	Southern Literature	3
ENG 273	African-American Literature	3
ENG 274	Literature by Women	3
GER 141	Culture and Civilization	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 123	Appalachian Culture	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 112	Introduction to Jazz	3
MUS 131	Chorus I	1

MUS 132	Chorus II	1
MUS 231	Chorus III	1
MUS 232	Chorus IV	1
PHI 215	Philosophical Issues	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
SPA 141	Culture and Civilization	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3

Physical Education/Health

HEA 110	Personal Health/Wellness	3
HEA 112	First Aid and CPR	2
PED 110	Fit and Well for Life	2
PED 111	Physical Fitness I	1
PED 113	Aerobics I	1
PED 114	Aerobics II	1
PED 119	Circuit Training	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 125	Self-Defense-Beginning	1
PED 126	Self-Defense-Intermediate	1
PED 130	Tennis-Beginning	1
PED 131	Tennis-Intermediate	1
PED 142	Lifetime Sports	1
PED 152	Swimming-Beginning	1
PED 153	Swimming-Intermediate	1
PED 155	Water Aerobics	1
PED 173	Rock Climbing	1
PED 177	Ice Skating	1
PED 181	Snow Skiing-Beginning	1
PED 182	Snow Skiing-Intermediate	1
PED 211	New Games	1
PED 212	Snowboarding-Beginning	1

Speech/Communications

COM 120	Interpersonal Communication	3
COM 130	Nonverbal Communications	3
COM 231	Public Speaking	3

Social/Behavioral Sciences

HIS 115	Introduction to Global History	3
HIS 162	Women and History	3
HIS 221	African-American History	3
SOC 230	Race & Ethnic Relations	3

Natural Sciences/Mathematics

BIO 110	Principles of Biology	4
BIO 120	Introductory Botany	6
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology Lab	1
BIO 165	Anatomy & Physiology I	4
BIO 166	Anatomy & Physiology II	4
BIO 175	General Microbiology	3
BIO 275	Microbiology	4
CIS 115	Intro. to Prog. & Logic	3
MAT 140A	Survey of Mathematics Lab	1
MAT 151A	Statistics I Lab	1
MAT 161A	College Algebra Lab	1
MAT 171	Precalculus Algebra	3
MAT 171A	Precalculus Algebra Lab	1
MAT 172	Precalculus Trigonometry	3
MAT 172A	Precalculus Trigonometry Lab	1
MAT 175	Precalculus	4
MAT 175A	Precalculus Lab	1
MAT 263	Brief Calculus	3
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
PHY 251	General Physics I	5
PHY 252	General Physics II	5

Early Childhood

EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 131	Child, Family, & Community	3
EDU 146	Child Guidance	3
EDU 119	Early Childhood Education	4
EDU 111	Early Childhood Credentials I	2
EDU 112	Early Childhood Credentials II	2
EDU 216	Intro. to Education	4
EDU 221	Children with Special Needs	3

NOTE:College transfer courses completed at other community colleges and four-year institutions will be evaluated on an individual basis for credit towards this degree. The *CAA Transfer Course List* *will be used as a guide for such credit even if such courses are not specifically listed in this program or the Mayland Community College catalog.*

Total Hours 65

Associate in Arts-Pre-Major Birth to Kindergarten (A10100K)

Curriculum Description:

The College Transfer Program is designed for the students who plan to transfer to four-year institutions to continue their formal education for Baccalaureate Degrees. The program of study includes a general education core of 44 semester hours credit distributed as follows:

English Composition (6)
Humanities/Fine Arts (12)
Social/Behavioral Sciences (12)
Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four-year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisors should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

Associate in Arts Pre-Birth to Kindergarten Degree Requirements

General Education Core (44 SHC)		**Credit Hours**
English Composition		
ENG 111	Expository Writing	3
	Select one of the following:	
ENG 112	Argument-Based Research	3
ENG 113	Literature-Based Research	3
ENG 114	Professional Res. & Rep.	3

Humanities/Fine Arts

Select 9 hours from at least two of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, philosophy, and religion.

ART 111	Art Appreciation	3
ART 116	Survey of American Art	3
DAN 110	Dance Appreciation	3
DRA 111	Theatre Appreciation	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
HUM 110	Technology and Society	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 130	Myth in Human Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values & Meaning	3
MUS 110	Music Appreciation	3
MUS 113	American Music	3
PHI 210	History of Philosophy	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
REL 211	Introduction to Old Testament	3
REL 212	Introduction to New Testament	3
REL 221	Religion in America	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

Literature: Select one of the following:

ENG 131	Intro. to Literature	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3

Social/Behavioral Science (12 SHC)

Select **three** courses from at least **two** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

ANT 221	Comparative Cultures3	
ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
GEO 111	World Regional Geography	3
GEO 112	Cultural Geography	3
GEO 130	Gen. Physical Geography	3
POL 110	Intro. Political Science	3
POL 120	American Government	3
POL 210	Comparative Government	3
PSY 150	General Psychology	3
PSY 237	Social Psychology	3
PSY 239	Psychology of Personality	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3

History—Select one course:

HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3

Natural Sc./Math (14 SHC)

Natural Sc. (8 SHC): Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines.

AST 111	Descriptive Astronomy	3
AST 111A	Descriptive Astronomy Lab	1
AST 151	General Astronomy I	3
AST 151A	General Astronomy I Lab	1
AST 152	General Astronomy II	3
AST 152A	General Astronomy II Lab	1
BIO 111	General Biology I	4
BIO 112	General Biology II	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
GEL 111	Introductory Geology	4
GEL 113	Historical Geology	4
GEL 120	Physical Geology	4
GEL 230	Environmental Geology	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4

Mathematics (6 SHC): Select at least one course in introductory mathematics; the other unit may be selected from among other quantitative subjects, such as computer science and statistics.

	Select one of the following:	
MAT 140	Survey of Mathematics	3
MAT 161	College Algebra	3
	Select one of the following:	
MAT 162	College Trigonometry	3
MAT 151	Statistics I	3
MAT 165	Finite Mathematics	3

Other Required Hours (21 SHC)

Courses in health, physical education, college orientation, and/or study skills may be included as other required hours. **The following seven (7) hours are required.**

ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3
COM 110	Introduction to Communication	3

Select 14 hours from the following:

EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 131	Child, Family, & Community	3
EDU 146	Child Guidance	3
EDU 119	Early Childhood Education	4
EDU 111	Early Childhood Credentials I	2
EDU 112	Early Childhood Credentials II	2
EDU 216	Intro. to Education	4
EDU 221	Children with Special Needs	3

NOTE: College transfer courses completed at other community colleges and four-year institutions will be evaluated on an individual basis for credit towards this degree. The CAA Transfer Course List will be used as a guide for such credit even if such courses are not specifically listed in this program or the Mayland Community College catalog.

Total Hours 65

Associate in Arts- Pre-Business Administration (A1010B)

Curriculum Description:

The College Transfer Program is designed for the students who plan to transfer to four-year institutions to continue their formal education for Baccalaureate Degrees. The program of study includes a general education core of 44 semester hours credit distributed as follows:

- English Composition (6)
- Humanities/Fine Arts (12)
- Social/Behavioral Sciences (12)
- Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four-year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisors should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

Associate in Arts Pre-Business Administration Degree Requirements

General Education Core (44 SHC)
English Comp. (6 SHC)

ENG 111	Expository Writing	3
	Select one of the following:	
ENG 112	Argument-Based Research	3
ENG 113	Literature-Based Research	3
ENG 114	Prof. Research & Reporting	3

Humanities/Fine Arts (12 SHC **)
Select **four** courses from at least **three** of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion. **At least one course must be a literature course.**

Required Course

COM 110	Introduction to Communication	3

Select nine (9) semester hours from the following: (At least one course must be a literature course.)

ART 111	Art Appreciation	3
ART 116	Survey of American Art	3
DAN 110	Dance Appreciation	3
DRA 111	Theatre Appreciation	3
ENG 131	Intro. to Literature	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 130	Myth in Human Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values & Meaning	3
MUS 110	Music Appreciation	3
MUS 113	American Music	3
PHI 210	History of Philosophy	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
REL 211	Introduction to Old Testament	3
REL 212	Introduction to New Testament	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

Social/Behavioral Science (12 SHC)

Select **four** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology. **At least one course must be a history course.**

Recommended Courses:

POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Other Course Selections (one must be a history course):

ANT 221	Comparative Cultures	3
ECO 151	Survey of Economics	3
GEO 111	World Regional Geography	3
GEO 112	Cultural Geography	3
GEO 130	Gen. Physical Geography	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 110	Intro. Political Science	3
POL 210	Comparative Government	3
PSY 237	Social Psychology	3
PSY 239	Psychology of Personality	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3

Natural Sc./Math (14 SHC)

Natural Sc. (8 SHC) : Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines.

AST 111	Descriptive Astronomy	3
AST 111A	Descriptive Astronomy Lab	1
BIO 111	General Biology I	4
BIO 112	General Biology II	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
GEL 111	Introductory Geology	4
GEL 113	Historical Geology	4
GEL 120	Physical Geology	4
GEL 230	Environmental Geology	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4

Mathematics (6 SHC):

Select one of the following:

MAT 161	College Algebra	3
MAT 171	Precalculus Algebra	3

Required:

MAT 263	Brief Calculus	3

Other Required Hours (21 SHC)

Required:

ACC 120	Prin. of Financial Accounting I	4
ACC 121	Prin. of Managerial Accounting	4
BUS 228	Business Statistics	3
CIS 110	Introduction to Computers	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
MAT 161A	College Algebra Lab	1

NOTE: College transfer courses completed at other community colleges and four-year institutions will be evaluated on an individual basis for credit towards this degree. The CAA Transfer Course List will be used as a guide for such credit even if such courses are not specifically listed in this program or the Mayland Community College catalog.

Total Hours 65

Associate in Arts - Pre-Criminal Justice (A1010D)

Curriculum Description:

The College Transfer Program is designed for the students who plan to transfer to four-year institutions to continue their formal education for Baccalaureate Degrees. The program of study includes a general education core of 44 semester hours credit distributed as follows:

- English Composition (6)
- Humanities/Fine Arts (12)
- Social/Behavioral Sciences (12)
- Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four-year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisors should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

Associate in Arts Pre-Criminal Justice Degree Requirements

General Education Core (44 SHC)

English Composition		**Credit Hours**
ENG 111	Expository Writing	3
	Select one of the following:	
ENG 112	Argument-Based Research	3
ENG 113	Literature-Based Research	3
ENG 114	Prof. Research & Reporting	3

Humanities/Fine Arts

Select 9 hours from at least two of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, philosophy, and religion.

ART 111	Art Appreciation	3
ART 116	Survey of American Art	3
DAN 110	Dance Appreciation	3
DRA 111	Theatre Appreciation	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
HUM 110	Technology and Society	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 130	Myth in Human Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values & Meaning	3
MUS 110	Music Appreciation	3
MUS 113	American Music	3
PHI 210	History of Philosophy	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
REL 211	Introduction to Old Testament	3
REL 212	Introduction to New Testament	3
REL 221	Religion in America	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

Literature:	**Select one of the following:**	
ENG 131	Intro. to Literature	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3

Social/Behavioral Science (12 SHC)

POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
	Select one of the following:	
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3

Natural Sc./Math (14 SHC)

Natural Sc. (8 SHC) : Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines.

AST 111	Descriptive Astronomy	3
AST 111A	Descriptive Astronomy Lab	1
BIO 111	General Biology I	4
BIO 112	General Biology II	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
GEL 111	Introductory Geology	4
GEL 113	Historical Geology	4
GEL 120	Physical Geology	4
GEL 230	Environmental Geology	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4

Mathematics (6 SHC):

MAT 151	Statistics I	3
MAT 161	College Algebra	3

Other Required Hours (21 SHC)

The following eighteen (18) semester hours credit courses are required:

ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3
CJC 111	Introduction to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
COM 110	Intro. to Communications	3
MAT 151A	Statistics I Lab	1
MAT 161A	College Algebra I Lab	1

Electives (3 SHC) may be selected from any of the following:

CJC 112	Criminology	3
CJC 113	Juvenile Justice	3
CJC 131	Criminal Law	3
CJC 132	Court Procedures & Evidence	3
CJC 212	Ethics & Community Relations	3
CJC 213	Substance Abuse	3
CJC 214	Victimology	3
CJC 221	Investigative Principles	4
CJC 222	Criminalistics	3
CJC 231	Constitutional Law	3
CJC 233	Correctional Law	3

NOTE: College transfer courses completed at other community colleges and four-year institutions will be evaluated on an individual basis for credit towards this degree. The CAA Transfer Course List will be used as a guide for such credit even if such courses are not specifically listed in this program or the Mayland Community College catalog.

Total Hours **65**

Associate in Arts Pre-Elementary Education (A1010P)

Curriculum Description:

The College Transfer Program is designed for the students who plan to transfer to four-year institutions to continue their formal education for Baccalaureate Degrees. The program of study includes a general education core of 44 semester hours credit distributed as follows:

English Composition (6)
Humanities/Fine Arts (12)
Social/Behavioral Sciences (12)
Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four-year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisors should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

Associate in Arts Pre-Elementary Education Degree Requirements

General Education Core (44 SHC)
English Comp. (6 SHC)

ENG 111	Expository Writing	3
	Select one of the following:	
ENG 112	Argument-Based Research	3
ENG 113	Literature-Based Research	3

Humanities/Fine Arts (12 SHC **)
Select **three** courses from at least **two** of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

COM 231	Public Speaking	3
	Select one of the following:	
ART 111	Art Appreciation	3
MUS 110	Music Appreciation	3
	Select one of the following:	
ENG 131	Intro. to Literature	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
	Select one of the following:	
ART 116	Survey of American Art	3
DAN 110	Dance Appreciation	3
DRA 111	Theatre Appreciation	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
HUM 110	Technology and Society	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 130	Myth in Human Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values & Meaning	3
MUS 113	American Music	3
PHI 210	History of Philosophy	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
REL 211	Introduction to Old Testament	3
REL 212	Introduction to New Testament	3
REL 221	Religion in America	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

Social/Behavioral Science (12 SHC)
Select **four** courses from at least **three** of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

PSY 150	General Psychology	3
	Select one of the following:	
SOC 210	Introduction to Sociology	3
SOC 225	Social Diversity	3
	Select one of the following:	
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
	Select one of the following:	
ANT 221	Comparative Cultures	3
ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
GEO 111	World Regional Geography	3
GEO 112	Cultural Geography	3
GEO 130	Gen. Physical Geography	3
POL 110	Intro. to Political Science	3
POL 120	American Government	3
POL 210	Comparative Government	3
PSY 237	Social Psychology	3
PSY 239	Psychology of Personality	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3

Natural Sc./Math (14 SHC)
Natural Sc. (8 SHC) : Select two courses, including accompanying laboratory work, from among the biological and physical science disciplines.

	Select one of the following:	
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
	Select one of the following:	
CHM 151	General Chemistry I	4
PHY 151	College Physics I	4

Mathematics (6 SHC): Select at least one course in introductory mathematics; the other unit may be selected from among other quantitative subjects, such as computer science and statistics.

CIS 110	Introduction to Computers	3
	Select one of the following:	
MAT 140	Survey of Mathematics	3
MAT 161	College Algebra	3

Other Required Hours (21 SHC)
Courses in health, physical education, college orientation, and/or study skills may be included as other required hours. **The following seven (7) hours are required.**

ACA 111	College Student Success	1
HIS 131	American History I	3
HIS 132	American History II	3

Select fourteen (14) semester hours credit from core classes not selected above or any of the following:

Humanities/Fine Arts

ART 117	Non-Western Art History	3
ART 121	Design I	3
ART 131	Drawing I	3
ART 132	Drawing II	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 260	Photography Appreciation	3
ART 261	Photography I	3
ART 288	Studio	3
COM 110	Introduction to Communication	3
DRA 122	Oral Interpretation	3
DRA 126	Storytelling	3
ENG 125	Creative Writing I	3
ENG 126	Creative Writing II	3
ENG 233	Major American Writers	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 243	Major British Writers	3
ENG 251	Western World Literature I	3
ENG 252	Western World Literature II	3
ENG 261	World Literature I	3
ENG 262	World Literature II	3
ENG 272	Southern Literature	3
ENG 273	African-American Literature	3
ENG 274	Literature by Women	3
GER 141	Culture and Civilization	3
HUM 115	Critical Thinking	3
HUM 120	Cultural Studies	3
HUM 123	Appalachian Culture	3
HUM 211	Humanities I	3
HUM 212	Humanities II	3
MUS 112	Introduction to Jazz	3
MUS 131	Chorus I	1
MUS 132	Chorus II	1
MUS 231	Chorus III	1
MUS 232	Chorus IV	1
PHI 215	Philosophical Issues	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
SPA 141	Culture and Civilization	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3
HEA 110	Personal Health/Wellness	3
HEA 112	First Aid and CPR	2
PED 110	Fit and Well for Life	2

A.A. Pre-Elementary Education Continued

PED 111	Physical Fitness I	1
PED 113	Aerobics I	1
PED 114	Aerobics II	1
PED 119	Circuit Training	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 125	Self-Defense-Beginning	1
PED 126	Self-Defense-Intermediate	1
PED 142	Lifetime Sports	1
PED 152	Swimming-Beginning	1
PED 153	Swimming-Intermediate	1
PED 155	Water Aerobics	1
PED 173	Rock Climbing	1
PED 177	Ice Skating	1
PED 181	Snow Skiing-Beginning	1
PED 182	Snow Skiing-Intermediate	1
PED 211	New Games	1
PED 212	Snowboarding-Beginning	1
COM 120	Interpersonal Communication	3
COM 130	Nonverbal Communications	3
HIS 115	Introduction to Global History	3
HIS 162	Women and History	3
HIS 221	African-American History	3
SOC 230	Race & Ethnic Relations	3
AST 151	General Astronomy I	3
AST 151A	General Astronomy I Lab	1
AST 152	General Astronomy II	3
AST 152A	General Astronomy II Lab	1
BIO 112	General Biology II	4
BIO 120	Introductory Botany	6
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology Lab	1
BIO 165	Anatomy & Physiology I	4
BIO 166	Anatomy & Physiology II	4
BIO 175	General Microbiology	3
BIO 275	Microbiology	4
CHM 152	General Chemistry II	4
CIS 115	Intro. To Prog. & Logic	3
GEL 111	Introductory Geology	4
GEL 113	Historical Geology	4
GEL 120	Physical Geology	4
GEL 230	Environmental Geology	4
MAT 140A	Survey of Mathematics Lab	1
MAT 161A	College Algebra Lab	1
MAT 162	College Trigonometry	3
MAT 151	Statistics I	3
MAT 151A	Statistics I Lab	1
MAT 165	Finite Mathematics	3
MAT 171	Precalculus Algebra	3
MAT 171A	Precalculus Algebra Lab	1
MAT 172	Precalculus Trigonometry	3
MAT 172A	Precalculus Trig. Lab	1
MAT 175	Precalculus	4
MAT 175A	Precalculus Lab	1
MAT 263	Brief Calculus	3
MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4
PHY 152	College Physics II	4
PHY 251	General Physics I	5
PHY 252	General Physics II	5

NOTE: College transfer courses completed at other community colleges and four-year institutions will be evaluated on an individual basis for credit towards this degree. The CAA Transfer Course List will be used as a guide for such credit even if such courses are not specifically listed in this program or the Mayland Community College catalog.

Total Hours **65**

Associate in Science (A10400)

Curriculum Description:

The College Transfer Program is designed for the students who plan to transfer to four-year institutions to continue their formal education for Baccalaureate Degrees. The program of study includes a general education core of 44 semester hours credit distributed as follows:

English Composition (6)
Humanities/Fine Arts (12)
Social/Behavioral Sciences (12)
Natural Sciences/Mathematics (14)

Students who complete this core may be eligible to transfer to any of the state public four-year institutions and satisfy the general education requirements there. Students who complete the additional required hours (20-21) for the degree may be eligible to transfer and enter with junior class standing.

Students who are planning to transfer to a private college or out-of-state institution should consult with that institution for academic course selection guidance.

The students' faculty advisors should be consulted for a listing of the courses that will satisfy the degree requirements for transfer purposes.

Associate in Science Degree Requirements

General Education Core (44 SHC)
English Comp. (6 SHC)

ENG 111	Expository Writing	3
	Select one of the following:	
ENG 112	Argument-Based Research	3
ENG 113	Literature-Based Research	3
ENG 114	Prof. Research & Reporting	3

Humanities/Fine Arts (12 SHC)

Select 9 hours from at least two of the following discipline areas: music, art, drama, dance, foreign languages, interdisciplinary humanities, literature, philosophy, and religion.

ART 111	Art Appreciation	3
ART 116	Survey of American Art	3
DAN 110	Dance Appreciation	3
DRA 111	Theatre Appreciation	3
FRE 111	Elementary French I	3
FRE 112	Elementary French II	3
GER 111	Elementary German I	3
GER 112	Elementary German II	3
HUM 115	Critical Thinking	3
HUM 110	Technology and Society	3
HUM 121	The Nature of America	3
HUM 122	Southern Culture	3
HUM 130	Myth in Human Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 220	Human Values & Meaning	3
MUS 110	Music Appreciation	3
MUS 113	American Music	3
PHI 210	History of Philosophy	3
PHI 240	Introduction to Ethics	3
REL 110	World Religions	3
REL 111	Eastern Religions	3
REL 112	Western Religions	3
REL 211	Introduction to Old Testament	3
REL 212	Introduction to New Testament	3
REL 221	Religion in America	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

Literature: Select one of the following:

ENG 131	Intro. to Literature	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3

Associate in Science Continued

Social/Behavioral Science (12 SHC)
Select three courses from at least two of the following discipline areas: anthropology, economics, geography, history, political science, psychology, and sociology.

ANT 221	Comparative Cultures	3
ECO 151	Survey of Economics	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
GEO 111	World Regional Geography	3
GEO 112	Cultural Geography	3
GEO 130	Gen. Physical Geography	3
POL 110	Intro. Political Science	3
POL 120	American Government	3
POL 210	Comparative Government	3
PSY 150	General Psychology	3
PSY 237	Social Psychology	3
PSY 239	Psychology of Personality	3
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3

History—Select one course:

HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 121	Western Civilization I	3
HIS 122	Western Civilization II	3
HIS 131	American History I	3
HIS 132	American History II	3

Natural Sc./Math (14 SHC)
Natural Sc. (8 SHC) : Select two courses, including accompanying laboratory work

AST 111	Descriptive Astronomy	3
AST 111A	Descriptive Astronomy Lab	1
AST 151	General Astronomy I	3
AST 151A	General Astronomy I Lab	1
AST 152	General Astronomy II	3
AST 152A	General Astronomy II Lab	1
BIO 111	General Biology I	4
BIO 112	General Biology II	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
GEL 111	Introductory Geology	4
GEL 113	Historical Geology	4
GEL 120	Physical Geology	4
GEL 230	Environmental Geology	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4

Mathematics (6 SHC): Select at least one course in introductory mathematics; the other unit may be selected from among other quantitative subjects.

Select one of the following:

MAT 171	Precalculus Algebra	3
MAT 175	Precalculus	4

Select one of the following:

MAT 151	Statistics I	3
MAT 172	Precalculus Trigonometry	3
MAT 271	Calculus I	4

Other Required Hours (21 SHC)

ACA 111	College Student Success	1
CIS 110	Introduction to Computers	3
COM 110	Introduction to Communication	3

Select a minimum of fourteen (14) semester hours credit from core classes not selected in the Natural Sciences/Math area above and from the following college transfer courses:

Biological and Natural Sciences

BIO 165	Anatomy & Physiology I	4
BIO 166	Anatomy & Physiology II	4
PHY 251	General Physics I	4
PHY 252	General Physics II	4

Mathematics and Computer Science

CIS 115	Intro. To Prog. & Logic	3
MAT 151A	Statistics I Lab	1
MAT 171A	Precalculus Algebra Lab	1
MAT 172A	Precalculus Trigonometry Lab	1
MAT 175A	Precalculus Lab	1
MAT 272	Calculus II	4
MAT 273	Calculus III	4

NOTE:College transfer courses completed at other community colleges and four-year institutions will be evaluated on an individual basis for credit towards this degree. The CAA Transfer Course List will be used as a guide for such credit even if such courses are not specifically listed in this program or the Mayland Community College catalog.

Total Hours 65

General Occupational Technology-Business Administration - Marketing & Retailing (D55280B)

Articulation Agreement with Asheville-Buncombe Technical Community College, Asheville, NC

Curriculum Description:

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

GENERAL OCCUPATIONAL TECHNOLOGY

Marketing and Retailing Diploma Requirements

General Education Courses		Credit Hours
ENG 111	Expository Writing	3
ENG 114	Prof. Research & Reporting	3
	Humanities Elective**	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1

Major Courses		
ACC 120	Prin. of Financial Accounting I	4
ACC 121	Prin. of Managerial Accounting	4
BUS 115	Business Law	3
BUS 240	Business Ethics	3
CIS 110	Introduction to Computers	3
MKT 120	Principles of Marketing	3
BUS 137	Principles of Management	3
OST 136	Word Processing	2

Total Credits Completed at Mayland 38

***See page 116 for list of humanities electives.*

The following courses will need to be completed at AB-Tech.

BUS 110	Introduction to Business
BUS 135	Principles of Supervision
MKT 122	Visual Merchandising
MKT 221	Consumer Behavior
ECO 251	Principles of Microeconomics
MKT 121	Retailing
MKT 123	Fundamentals of Selling
MKT 220	Advertising and Sales Promotion
MKT 224	International Marketing
COM 231	Public Speaking
ECO 252	Principles of Macroeconomics
MKT 225	Marketing Research
MKT 227	Marketing Applications

**ACC 121 will count as one of the related elective courses at A-B Tech. Refer to A-B Tech catalog for list of related electives, humanities, and course descriptions. Contact an advisor at A-B Tech for more information.*

General Occupational Technology-Forest Management Technology (D55280F)

Articulation Agreement with Haywood Community College. Clyde, NC

Curriculum Description:

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

GENERAL OCCUPATIONAL TECHNOLOGY

Forestry Management Diploma Requirements

General Education Courses		**Credit Hours**
BIO 111	General Biology I	4
BIO 120	Introductory Botany	4
ENG 111	Expository Writing	3
ENG 114	Professional Research & Reporting	3
	Humanities Elective	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
MAT 140	Survey of Mathematics	3
MAT 140A	Survey of Mathematics Lab	1
	Select one of the following:	
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Major Courses		
CIS 110	Introduction to Computers	3
HOR 164	Horticulture Pest Management	3
HOR 166	Soils and Fertilizers	3
Total Credits at Mayland		**37**

***See page 116 for list of humanities electives.*

The following courses will need to be completed at Haywood Community College.

FWL 142	Wildlife Management
FOR 121	Dendrology
FOR 131	Forest Measurements
FOR 171	Introduction to Forest Resources
FOR 212	For. Surveying & Aerial Interpretation
FOR 215	Introduction to GIS/GPS
FOR 225	Silvics and Silviculture
FOR 232	Forest Mensuration
FOR 234	Forest Surveying
FOR 240	Forest Protection
FOR 271	Forest Management
FOR 282	Forest Recreation
FOR 285	Logging and Marketing

Refer to Haywood Community College catalog for course descriptions. Contact an advisor at Haywood for more information.

General Occupational Technology-Physical Therapy Assistant (D55280P)

Memorandum of Understanding with Caldwell Community College and Technical Institute,
Hudson, NC

Curriculum Description:

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

GENERAL OCCUPATIONAL TECHNOLOGY

Physical Therapy Assistant Diploma Requirements

General Education Courses		**Credit Hours**
BIO 111	General Biology I	4
BIO 165	Anatomy & Physiology I	4
BIO 166	Anatomy & Physiology II	4
COM 120	Interpersonal Communication	3
ENG 111	Expository Writing	3
ENG 113	Literature-Based Research	3
	Humanities Elective**	3
MAT 161	College Algebra	3
MAT 161A	College Algebra Lab	1
PHY 151	College Physics I	4
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
Major Courses		
CIS 111	Basic PC Literacy	2
Other Required Hours		
ACA 111	College Student Success	1
Total Hours at Maylad		**41**

***See page 116 for list of humanities electives.*

The following courses will need to be completed at Caldwell CC & TI to complete the program.

PED 110	Fit and Well for Life
PTA 110	Intro. to Physical Therapy
PTA 125	Gross and Functional Anatomy
PTA 135	Pathology
PTA 145	Therapeutic Procedures
PTA 212	Health Care/Resources
PTA 222	Professional Interaction
PTA 215	Therapeutic Exercise
PTA 225	Introduction to Rehabilitation
PTA 165	PTA Clinical I
PTA 185	PTA Clinical II
PTA 235	Neurological Rehabilitation
PTA 245	PTA Clinical III
PTA 255	PTA Clinical IV

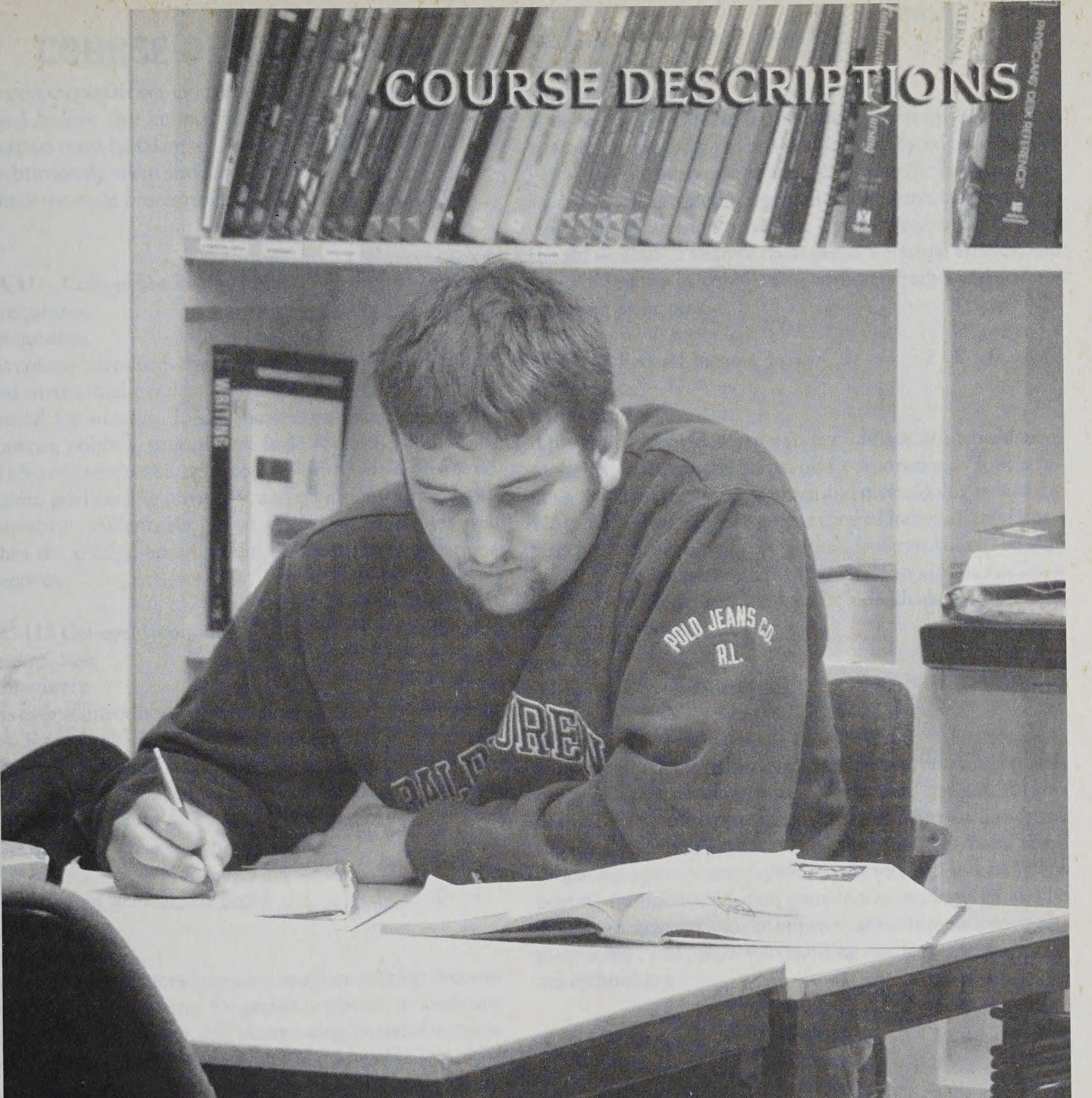
Refer to Caldwell Community College & Technical Institute Catalog for list of humanities electives and course descriptions. Contact an advisor at CCC&TI for more information.

Humanities Electives

ART 111	Art Appreciation
ART 116	Survey of American Art
FRE 111	Elementary French I
GER 111	Elementary German I
HUM 110	Technology and Society
HUM 115	Critical Thinking
HUM 120	Cultural Studies
HUM 122	Southern Culture
HUM 123	Appalachian Culture
HUM 130	Myth in Human Culture
HUM 150	American Women's Studies
HUM 160	Introduction to Film
HUM 211	Humanities I
HUM 212	Humanities II
HUM 220	Human Values and Meaning
HUM 230	Leadership Development
MUS 110	Music Appreciation
MUS 112	Introduction to Jazz
MUS 113	American Music
PHI 210	History of Philosophy
PHI 215	Philosophical Issues
PHI 240	Introduction to Ethics
REL 110	World Religions
REL 111	Eastern Religions
REL 112	Western Religions
REL 211	Introduction to Old Testament
REL 212	Introduction to New Testament
REL 221	Religion in America
SPA 111	Elementary Spanish I

Notes

COURSE DESCRIPTIONS


POLO JEANS CO.
R.L.
MAYLAND
COMMUNITY COLLEGE

COURSE DESCRIPTIONS

A **prerequisite course** must have been taken and passed before the course named. A **corequisite course** must be taken with the course named if it has not been previously taken and passed. Permission of the instructor may override prerequisites and/or corequisites.

Class Lab Clin. Credit

ACA 111 College Student Success 1 0 0 1
Prerequisites:
Corequisites:
This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives.

ACC 115 College Accounting 3 2 0 4
Prerequisites:
Corequisites:
This course introduces basic accounting principles for a business. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

ACC 120 Prin of Financial Acct I 3 2 0 4
Prerequisites
Corequisites:
This course introduces business decision-making accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121 Prin of Managerial Acct 3 2 0 4
Prerequisites: ACC 120
Corequisites:
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

Class Lab Clin. Credit

ACC 122 Prin of Financial Acct II 3 0 0 3
Prerequisites: ACC 120
Corequisites:
This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC 120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted accounting principles.

ACC 131 Federal Income Taxes 2 2 0 3
Prerequisites:
Corequisites:
This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use of technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.

ACC 140 Payroll Accounting 1 2 0 2
Prerequisites: ACC 115 or ACC 120
Corequisites:
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150 Acct Software Appl 1 2 0 2
Prerequisites: ACC 115 or ACC 120
Corequisites:
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 220 Intermediate Accounting I 3 2 0 4
Prerequisites: ACC 121
Corequisites:
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

Class Lab Clin. Credit

ANT 221 Comparative Cultures 3 0 0 3
Prerequisites:
Corequisites:
This course provides an ethnographic survey of societies around the world covering their distinctive cultural characteristics and how these relate to cultural change. Emphasis is placed on the similarities and differences in social institutions such as family, economics, politics, education, and religion. Upon completion, students should be able to demonstrate knowledge of a variety of cultural adaptive strategies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ART 111 Art Appreciation 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 116 Survey of American Art 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ART 117 Non-Western Art History 3 0 0 3
Prerequisites:
Corequisites:
This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

ART 121 Design I 0 6 0 3
Prerequisites:
Corequisites:
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 131 Drawing I 0 6 0 3
Prerequisites:
Corequisites:
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 132 Drawing II 0 6 0 3
Prerequisites: ART 131
Corequisites:
This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 240 Painting I 0 6 0 3
Prerequisites:
Corequisites:
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

ART 241 Painting II 0 6 0 3
Prerequisites: ART 240
Corequisites:
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 260 Photography Appreciation 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 261 Photography I 0 6 0 3
Prerequisites: RED 090
Corequisites:
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ART 288 Studio 0 6 0 3
Prequisites:
Corequisites:
This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

AST 111 Descriptive Astronomy 3 0 0 3
Prerequisites: RED 090
Corequisites: AST 111A
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Class Lab Clin. Credit

AST 111A Descriptive Astronomy Lab 0 2 0 1
Prerequisites: RED 090
Corequisites: AST 111
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 151 General Astronomy I 3 0 0 3
Prerequisites: RED 090
Corequisites: AST 151A
This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 151A General Astronomy I Lab 0 2 0 1
Prerequisites: RED 090
Corequisites: AST 151
The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 152 General Astronomy II 3 0 0 3
Prerequisites: AST 151
Corequisites: AST 152A
This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

AST 152A General Astronomy II Lab 0 2 0 1
Prerequisites: AST 151
Corequisites: AST 152
The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Class Lab Clin. Credit

AUB 111 Painting & Refinishing I 2 6 0 4
Prerequisites:
Corequisites:

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards.

AUB 112 Painting & Refinishing II 2 6 0 4
Prerequisites: AUB 111
Corequisites:

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

AUB 114 Special Finishes 1 2 0 2
Prerequisites: AUB 111
Corequisites:

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards.

AUB 121 Non-Structural Damage I 1 4 0 3
Prerequisites:
Corequisites:

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards.

AUB 122 Non-Structural Damage II 2 6 0 4
Prerequisites: AUB 121
Corequisites:

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware.

Class Lab Clin. Credit

AUB 131 Structural Damage I 2 4 0 4
Prerequisites:
Corequisites:

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage.

AUB 132 Structural Damage II 2 6 0 4
Prerequisites: AUB 131
Corequisites:

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards.

AUB 134 Autobody MIG Welding 1 4 0 3
Prerequisites:
Corequisites:

This course covers the terms and procedures for welding the various metals found in today's autobody repair industry with an emphasis on personal/environmental safety. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards.

AUB 136 Plastics & Adhesives 1 4 0 3
Prerequisites:
Corequisites:

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards.

AUB 144 Mech & Elec Specialties 2 2 0 3
Prerequisites:
Corequisites:

This course concentrates on special automotive mechanical and electrical system operations and diagnostics. Topics include personal and environmental safety, suspension and steering, electrical, restraint, and air-conditioning systems. Upon completion, students should be able to identify system components and perform basic system diagnostic checks and/or repairs according to industry standards.

Class Lab Clin. Credit

AUB 150 Automotive Detailing 1 3 0 2

Prerequisites:

Corequisites:

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle.

AUB 160 Body Shop Operations 1 0 0 1

Prerequisites:

Corequisites:

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility.

AUB 162 Autobody Estimating 1 2 0 2

Prerequisites:

Corequisites:

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report.

BIO 110 Principles of Biology 3 3 0 4

Prerequisites: RED 090

Corequisites:

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 111 General Biology I 3 3 0 4

Prerequisites: RED 090

Corequisites:

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Class Lab Clin. Credit

BIO 112 General Biology II 3 3 0 4

Prerequisites: BIO 111

Corequisites:

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 120 Introductory Botany 3 3 0 4

Prerequisites: BIO 110 or BIO 111

Corequisites:

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140 Environmental Biology 3 0 0 3

Prerequisites: RED 090

Corequisites: BIO 140A

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

BIO 140A Environmental Biology Lab 0 3 0 1

Prerequisites: RED 090

Corequisites: BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Class Lab Clin. Credit

BIO 143 Field Biology Minicourse 1 2 0 2

Prerequisites: RED 090

Corequisites:

This course introduces the biological and physical components of a field environment. Emphasis is placed on a local field environment with extended field trips to other areas. Upon completion, students should be able to demonstrate an understanding of the biological and physical components of the specific biological environment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 145 Ecology 3 3 0 4

Prerequisites: BIO 110 or BIO 111

Corequisites:

This course provides an introduction to ecological concepts using an ecosystems approach. Topics include energy flow, nutrient cycling, succession, population dynamics, community structure, and other related topics. Upon completion, students should be able to demonstrate comprehension of basic ecosystem structure and dynamics. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 163 Basic Anat & Physiology 4 2 0 5

Prerequisites: RED 090

Corequisites:

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 165 Anatomy and Physiology I 3 3 0 4

Prerequisites: RED 090, MAT 070, & BIO 111 or
BIO 163 or BIO Proficiency Exam

Corequisites: MAT 080

This course is the first of a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

BIO 166 Anatomy and Physiology II 3 3 0 4

Prerequisites: BIO 165

Corequisites:

This course is the second in a two-course sequence which provides a comprehensive study of the anatomy and physiology of the human body. Topics include the structure, function, and interrelationship of organ systems with emphasis on the processes which maintain homeostasis. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and the interrelationships of all body systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 175 General Microbiology 2 2 0 3

Prerequisites: BIO 110 & BIO 111 or BIO 163 or
BIO 165 & RED 090, CHM 092

Corequisites:

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 224 Local Flora Spring 1 2 0 2

Prerequisites:

Corequisites:

This course provides an introduction to the identification of native plants. Emphasis is placed on spring wild flowers. Upon completion, students should be able to identify a variety of spring wild flowers and native plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 225 Local Flora Summer 1 2 0 2

Prerequisites:

Corequisites:

This course provides an introduction to the identification of native plants. Emphasis is placed on summer wild flowers. Upon completion, students should be able to identify a variety of summer wild flowers and native plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

BIO 226 Local Flora Fall 1 2 0 2

Prerequisites:

Corequisites:

This course provides an introduction to the identification of native plants. Emphasis is placed on fall wild flowers. Upon completion, students should be able to identify a variety of fall wild flowers and native plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BIO 275 Microbiology 3 3 0 4

Prerequisites: BIO 110 or BIO 112 or BIO 163 or BIO 165, or BIO 168 & RED 090

Corequisites:

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

BPR 111 Blueprint Reading 1 2 0 2

Prerequisites:

Corequisites:

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 130 Blueprint Reading/Const 1 2 0 2

Prerequisites:

Corequisites:

This course covers the interpretation of blueprints and specifications that are associated with the construction trades. Emphasis is placed on interpretation of details for foundations, floor plans, elevations, and schedules. Upon completion, students should be able to read and interpret a set of construction blueprints.

BUS 115 Business Law I 3 0 0 3

Prerequisites:

Corequisites:

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

BUS 121 Business Math 2 2 0 3

Prerequisites: MAT 060

Corequisites:

This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.

BUS 135 Principles of Supervision 3 0 0 3

Prerequisites:

Corequisites:

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137 Principles of Management 3 0 0 3

Prerequisites:

Corequisites:

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

BUS 225 Business Finance 2 2 0 3

Prerequisites: ACC 120

Corequisites:

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 228 Business Statistics 2 2 0 3

Prerequisites: MAT 115 or MAT 161 & MAT 161A

Corequisites:

This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

BUS 230 Small Business Management 3 0 0 3
Prerequisites:
Corequisites:
This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

BUS 239 Bus Applications Seminar 1 2 0 2
Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and either ECO 151, 251 or 252
Corequisites:
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

BUS 240 Business Ethics 3 0 0 3
Prerequisites:
Corequisites:
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 260 Business Communication 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

CAR 110 Introduction to Carpentry 2 0 0 2
Prerequisites:
Corequisites:
This course introduces the student to the carpentry trade. Topics include duties of a carpenter, hand and power tools, building materials, construction methods, and safety. Upon completion, students should be able to identify hand and power tools, common building materials, and basic construction methods.

Class Lab Clin. Credit

CAR 111 Carpentry I 3 15 0 8
Prerequisites:
Corequisites:
This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision.

CAR 112 Carpentry II 3 15 0 8
Prerequisites: CAR 111
Corequisites:
This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision.

CAR 113 Carpentry III 3 9 0 6
Prerequisites: CAR 111
Corequisites:
This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision.

CAR 115 Res Planning/Estimating 3 0 0 3
Prerequisites: BPR 130
Corequisites:
This course covers project planning, management, and estimating for residential or light commercial buildings. Topics include planning and scheduling, interpretation of working drawings and specifications, estimating practices, and other related topics. Upon completion, students should be able to perform quantity take-offs and cost estimates.

CAR 120 Commercial Carpentry I 2 12 0 6
Prerequisites:
Corequisites:
This course introduces the theory and construction methods associated with general construction, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, blueprints, rigging, construction framing, windows, exterior doors, and other related topics. Upon completion, students should be able to safely demonstrate basic general carpentry skills with supervision.

Class Lab Clin. Credit

CAR 125 Commercial Carpentry II 2 12 0 6

Prerequisites: CAR 120

Corequisites:

This course covers the advanced theory and construction methods associated with the building industry including concrete framing, reinforcing, and placement. Topics include safety, hand/power tool use, blueprints, concrete construction methods, light equipment operation, and other related topics. Upon completion, students should be able to safely demonstrate concrete construction skills with supervision.

CET 111 Computer Upgrade/Repair I 2 3 0 3

Prerequisites:

Corequisites:

This course is the first of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include safety practices, CPU/memory/bus identification, disk subsystem, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CET 211 Computer Upgrade/Repair II 2 3 0 3

Prerequisites: CET 111

Corequisites:

This course is the second of two courses covering repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

CHM 092 Fundamentals of Chemistry 3 2 0 4

Prerequisites: MAT 070 & RED 090

Corequisites:

This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses.

Class Lab Clin. Credit

CHM 151 General Chemistry I 3 3 0 4

Prerequisites: RED 090

Corequisites:

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CHM 152 General Chemistry II 3 3 0 4

Prerequisites: CHM 151

Corequisites:

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

CIS 110 Introduction to Computers 2 2 0 3

Prerequisites:

Corequisites:

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

CIS 111 Basic PC Literacy 1 2 0 2

Prerequisites:

Corequisites:

This course provides a brief overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 113 Computer Basics 0 2 0 1

Prerequisites:

Corequisites:

This course introduces basic computer usage for non-computer majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications sufficient to use computer-assisted instructional software.

Class Lab Clin. Credit

CIS 115 Intro to Prog & Logic 2 2 0 3
Prerequisites: MAT 070
Corequisites:
This course introduces computer programming and problem solving in a programming environment, including an introduction to operating systems, text editor, and a language translator. Topics include language syntax, data types, program organization, problem-solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

CIS 120 Spreadsheet I 2 2 0 3
Prerequisites: CIS 110 or CIS 111
Corequisites:
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts.

CIS 130 Survey of Operating Sys 2 3 0 3
Prerequisites: CIS 110 or CIS 111
Corequisites:
The course covers operating system concepts which are necessary for maintaining and using computer systems. Topics include disk, file, and directory structures; installation and setup; resource allocation, optimization, and configuration; system security; and other related topics. Upon completion, students should be able to install and configure operating systems and optimize performance.

CIS 152 Database Concepts & Apps 2 2 0 3
Prerequisites: CIS 110 or CIS 111 or CIS 115
Corequisites:
This course introduces database design and creation using a DBMS product. Topics include database terminology, usage in industry, design theory, types of DBMS models, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to create simple database tables, queries, reports, and forms which follow acceptable design practices.

CIS 169 Business Presentations 1 2 0 2
Prerequisites: CIS 110 or CIS 111
Corequisites:
This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text and graphics. Upon completion, students should be able to design and demonstrate an effective presentation.

Class Lab Clin. Credit

CIS 172 Intro to the Internet 2 3 0 3
Prerequisites: CIS 110 or CIS 111
Corequisites:
This course introduces the various navigational tools and services of the Internet. Topics include using Internet protocols, search engines, file compression/decompression, FTP, e-mail, listservers, and other related topics. Upon completion, students should be able to use Internet resources, retrieve/decompress files, and use e-mail, FTP, and other Internet tools.

CJC 100 Basic Law Enforcement Trn 8 30 0 18
Prerequisites:
Corequisites:
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination. *This is a certificate-level course.*

CJC 111 Intro to Criminal Justice 3 0 0 3
Prerequisites: RED 080
Corequisites:
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 112 Criminology 3 0 0 3
Prerequisites: RED 080
Corequisites:
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 Juvenile Justice 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

Class Lab Clin. Credit

CJC 120 Interviews/Interrogations 1 2 0 2

Prerequisites: RED 090

Corequisites:

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims.

CJC 121 Law Enforcement Operations 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

CJC 131 Criminal Law 3 0 0 3

Prerequisites: RED 080

Corequisites:

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 Court Proced & Evidence 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 Corrections 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course covers the history, major philosophies, components, and current pracices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

CJC 212 Ethics & Comm Relations 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

CJC 213 Substance Abuse 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

CJC 214 Victimology 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221 Investigative Principles 3 2 0 4

Prerequisites: RED 090

Corequisites:

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 Criminalistics 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

Class Lab Clin. Credit

CJC 223 Organized Crime 3 0 0 3
Prerequisites:
Corequisites:
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

CJC 225 Crisis Intervention 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

CJC 231 Constitutional Law 3 0 0 3
Prerequisites: RED 090
Corequisites:
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 233 Correctional Law 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

CJC 241 Commity-Based Corrections 3 0 0 3
Prerequisites:
Corequisites:
This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community.

Class Lab Wk Credit

COE 111 Co-op Work Experience I 0 0 10 1
Prerequisites:
Corequisites: COE115
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 112 Co-op Work Experience I 0 0 20 2
Prerequisites:
Corequisites: COE 115
This course provides work experience with a college approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

COE 115 Work Exp Seminar I 1 0 0 1
Prerequisites:
Corequisites:COE 111 or COE 112, or COE 113
This course description may be written by the individual colleges.

COE 121 Co-op Work Experience II 1 0 0 1
Prerequisites:
Corequisites: COE 125
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *This class requires 10 clinical hours.*

COE 125 Work Exp Seminar II 1 0 10 1
Prerequisites:
Corequisites:COE 121
This course description may be written by the individual colleges.

COE 131 Co-op Work Experience III 0 0 10 1
Prerequisites:
Corequisites: COE 135
This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. *This class requires 10 clinical hours.*

COE 135 Work Exp Seminar III 1 0 0 1
Prerequisites:
Corequisites: COE 131
This course description may be written by the individual colleges.

Class Lab Clin. Credit

COM 110 Intro to Communication 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

COM 120 Interpersonal Comm 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

COM 130 Nonverbal Comm 3 0 0 3
Prerequisites: COM 120
Corequisites:
This course introduces the contemporary study of nonverbal communication in daily life. Topics include haptics, kinesics, proxemics, facial displays, and appearance. Upon completion, students should be able to analyze/interpret nonverbal communication and demonstrate greater awareness of their own nonverbal communication habits. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

COM 231 Public Speaking 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

Class Lab Clin. Credit

COS 111 Cosmetology Concepts I 4 0 0 4
Prerequisites:
Corequisites: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

COS 112 Salon I 0 24 0 8
Prerequisites:
Corequisites: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

COS 113 Cosmetology Concepts II 4 0 0 4
Prerequisites:
Corequisites: COS 114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 114 Salon II 0 24 0 8
Prerequisites:
Corequisites: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 115 Cosmetology Concepts III 4 0 0 4
Prerequisites:
Corequisites: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

COS 116 Salon III 0 12 0 4
Prerequisites:
Corequisites: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

Class Lab Clin. Credit

COS 117 Cosmetology Concepts IV 2 0 0 2
Prerequisites:
Corequisites: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV 0 21 0 7
Prerequisites:
Corequisites: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

COS 119 Esthetics Concepts I 2 0 0 2
Prerequisites:
Corequisites: COS 120
This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

COS 120 Esthetics Salon I 0 18 0 6
Prerequisites:
Corequisites: COS 119
This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

COS 121 Manicure/Nail Technology I 4 6 0 6
Prerequisites:
Corequisites:
This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting.

Class Lab Clin. Credit

COS 125 Esthetics Concepts II 2 0 0 2
Prerequisites: COS 119 & COS 120
Corequisites: COS 126
This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, make-up, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

COS 126 Esthetics Salon II 0 18 0 6
Prerequisites: COS 119 & COS 120
Corequisites: COS 125
This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

COS 222 Manicure/Nail Technology II 4 6 0 6
Prerequisites: COS 121
Corequisites:
This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 223 Contemp Hair Coloring 1 3 0 2
Prerequisites: COS 111 & COS 112
Corequisites:
This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

COS 251 Manicure Instr Concepts 8 0 0 8
Prerequisites:
Corequisites: COS 252
This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.

Class Lab Clin. Credit

COS 252 Manicure Instr Practicum 0 15 0 5
Prerequisites:
Corequisites: COS 251
This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.

COS 253 Esthetics Instr Concepts I 6 15 0 11
Prerequisites:
Corequisites:
This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.

COS 254 Esthetics Instr Concepts II 6 15 0 11
Prerequisites:
Corequisites:
This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements.

COS 271 Instructor Concepts I 5 0 0 5
Prerequisites:
Corequisites: COS 272
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

COS 272 Instructor Practicum I 0 21 0 7
Prerequisites:
Corequisites: COS 271
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

Class Lab Clin. Credit

COS 273 Instructor Concepts II 5 0 0 5
Prerequisites: COS 271 & COS 272
Corequisites: COS 274
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

COS 274 Instructor Practicum II 0 21 0 7
Prerequisites: COS 271 & COS 272
Corequisites: COS 273
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. *This is a certificate-level course.*

CSC 132 BASIC Programming 2 3 0 3
Prerequisites: CIS 115 or ELC 131
Corequisites:
This course is designed to introduce computer programming using the BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays/tables, and other related topics. Upon completion, students should be able to design, code, test, and debug BASIC language programs.

CSC 133 C Programming 2 3 0 3
Prerequisites: CIS 115 or ELC 131
Corequisites: None
This course introduces computer programming using the C programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays tables, pointers, and other related topics. Upon completion, students should be able to design, code, test, and debug C language programs.

CSC 134 C++ Programming 2 3 0 3
Prerequisites: CIS 115 or ELC 131
Corequisites:
This course introduces object-oriented computer programming using the C++ programming language. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test, and debug C++ language programs. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

CSC 139 Visual BASIC Programming 2 3 0 3
Prerequisites: CIS 115 or ELC 131
Corequisites:
This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs.

DAN 110 Dance Appreciation 3 0 0 3
Prerequisites:
Corequisites:
This course for non-dance majors surveys diverse dance forms and the religious and cultural values that shape them. Topics include dances from Europe, Africa, Asia, and America. Upon completion, students should be able to demonstrate an understanding of the diverse forms and values that dance embraces. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 111 Theatre Appreciation 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 122 Oral Interpretation 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

DRA 126 Storytelling 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

ECM 168 Electronic Business 2 2 0 3
Prerequisites:
Corequisites:
This course provides a survey of the world of electronic business. Topics include the definition of electronic business, current practices as they evolve using Internet strategy in business, and application of basic business principles to the world of Electronic Commerce. Upon completion, students should be able to define electronic business and demonstrate an understanding of the benefits of Electronic Commerce as a foundation for developing plans leading to electronic business implementation.
This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.

ECM 210 Intro to Electronic Commerce 2 2 0 3
Prerequisites:
Corequisites:
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, securing transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to setup a working Electronic Commerce Internet web site. *This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.*

ECM 220 Electr Commerce Plan & Implem 2 2 0 3
Prerequisites:
Corequisites:
This course builds on currently accepted business practices to develop a business plan and implementation model for Electronic Commerce. Topics include analysis and synthesis of the planning cycle, cost/benefit analysis, technical systems, marketing, security, financial support, Internet strategies, website design, customer support and feedback and assessment. Upon completion, students should be able to develop a plan for Electronic Commerce in a small to medium size business. *This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.*

ECM 230 Capstone Project 1 6 0 3
Prerequisites: ECM 220
Corequisites:
This course provides experience in Electronic Commerce. Emphasis is placed on the implementation of an Electronic Commerce model for an existing business. Upon completion, students should be able to successfully develop and implement a plan for Electronic Commerce in a small to medium size business. *This course is a unique concentration requirement of the E-Commerce concentration in the Business Administration program.*

Class Lab Clin. Credit

ECO 151 Survey of Economics 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251 Prin of Microeconomics 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 Prin of Macroeconomics 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

EDU 119 Intro to Early Child Educ 4 0 0 4

Prerequisites:

Corequisites:

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for children. Topics include historical foundations, program types, career options, professionalism, and creating inclusive environments and curriculum that are responsive to the needs of children and families. Upon completion, students should be able design career plans and develop appropriate schedules, environments and activity plans while incorporating adaptations for children with exceptionalities.

Class Lab Clin. Credit

EDU 131 Child, Family, & Community 3 0 0 3

Prerequisites:

Corequisites:

This course covers the development of partnerships between families, inclusive programs for children/schools that serve young children with and without disabilities, and the community. Emphasis is placed on requisite skills and benefits for successfully establishing, supporting, and maintaining respectful collaborative relationships between today's diverse families, centers/schools, and community resources. Upon completion, students should be able to describe appropriate relationships with parents/caretakers, center/school colleagues, and community agencies that enhance the educational experiences/well-being of all children.

EDU 144 Child Development I 3 0 0 3

Prerequisites:

Corequisites:

This course covers the theories of child development, developmental sequences, and factors that influence children's development, from conception through pre-school for all children. Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development and the multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 145 Child Development II 3 0 0 3

Prerequisites:

Corequisites:

This course covers theories of child development, developmental sequences, and factors that influence children's development, from pre-school through middle childhood for all children Emphasis is placed on sequences in physical/motor, social, emotional, cognitive, and language development multiple influences on development and learning of the whole child. Upon completion, students should be able to identify typical and atypical developmental characteristics, plan experiences to enhance development, and describe appropriate interaction techniques and environments.

EDU 146 Child Guidance 3 0 0 3

Prerequisites:

Corequisites:

This course introduces practical principles and techniques for providing developmentally appropriate guidance for all children with and without disabilities, including those at risk. Emphasis is placed on encouraging self-esteem, cultural awareness, effective communication skills, direct/indirect techniques/strategies and observation to understand the underlying causes of behavior. Upon completion, students should be able to demonstrate appropriate interactions with children and families and promote conflict resolution, self-control, self-motivation, and self-esteem in children.

Class Lab Clin. Credit

EDU 151 Creative Activities 3 0 0 3

Prerequisites:

Corequisites: EDU151A

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and physical skills, and dramatics. Upon completion, students should be able to create, manage, adapt and evaluate developmentally supportive learning materials, experiences and environments.

EDU 151A Creative Activities Lab 0 2 0 1

Prerequisites:

Corequisites: EDU 151

This course provides a laboratory component to complement EDU 151. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of appropriate creative activities.

EDU 153 Health, Safety, & Nutrition 3 0 0 3

Prerequisites:

Corequisites: EDU 153A

This course focuses on promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognion and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, implement safe learning environments, and adhere to state regulations.

EDU 153A Health, Safety, & Nutr Lab 0 2 0 1

Prerequisites:

Corequisites: EDU 153

This course provides a laboratory component to complement EDU 153. Emphasis is placed on practical experiences that enhance concepts introduced in the classroom. Upon completion, students should be able to demonstrate a practical understanding of the development and implementation of safe indoor/outdoor environments and nutrition education programs.

Class Lab Clin. Credit

EDU 216 Foundations in Education 3 2 0 4

Prerequisites:

Corequisites:

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, PRAXIS I preparation and observation and participation in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.

EDU 221 Children w/ Exceptional Needs 3 0 0 3

Prerequisites: EDU 144 & EDU 145

Corequisites:

This course, based on the foundation of typical development, introduces working with children with exceptionalities. Emphasis is placed on the characteristics and assessment of children and strategies for adapting the learning environment. Upon completion, students should be able to recognize atypical development, make appropriate referrals, collaborate with families and professionals to plan, implement, and evaluate inclusion strategies.

EDU 234 Infants, Toddlers, & Twos 3 0 0 3

Prerequisites:

Corequisites:

This course covers the skills needed to effectively implement group care for infants, toddlers, and two-year olds. Emphasis is placed on child development and developmentally appropriate practices. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate a developmentally appropriate curriculum.

EDU 235 School-Age Dev & Program 2 0 0 2

Prerequisites:

Corequisites:

This course presents developmentally appropriate practices in group care for school-age children. Topics include principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for children five to twelve years of age and plan and implement age-appropriate activities.

Class Lab Clin. Credit

EDU 251 Exploration Activities 3 0 0 3

Prerequisites:

Corequisites:

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 259 Curriculum Planning 3 0 0 3

Prerequisites: EDU 112 or EDU 119

Corequisites:

This course covers early childhood curriculum planning. Topics include philosophy, curriculum, indoor and outdoor environmental design, scheduling, observation and assessment, and instructional planning and evaluation. Upon completion, students should be able to assess children and curriculum; plan for daily, weekly, and long-range instruction; and design environments with appropriate equipment and supplies.

EDU 261 Early Childhood Admin I 2 0 0 2

Prerequisites: MAT 060

Corequisites:

This course covers the policies, procedures, and responsibilities for the management of early childhood education programs. Topics include implementation of goals, principles of supervision, budgeting and financial management, and meeting the standards for a NC Child Day Care license. Upon completion, students should be able to develop program goals, explain licensing standards, determine budgeting needs, and describe effective methods of personnel supervision.

EDU 262 Early Childhood Admin II 3 0 0 3

Prerequisites: EDU 261

Corequisites:

This course provides a foundation for budgetary, financial, and personnel management of the child care center. Topics include budgeting, financial management, marketing, hiring, supervision, and professional development of a child care center. Upon completion, students should be able to formulate marketing, financial management, and fund development plans and develop personnel policies, including supervision and staff development plans.

EDU 263 Dev School-Age Prog 2 0 0 2

Prerequisites:

Corequisites:

This course introduces the methods and procedures for operating a school-age program in either the public or proprietary setting. Emphasis is placed on constructing and organizing the physical environment as well as planning and developing a school-age program. Upon completion, students should be able to plan and develop a quality school-age program.

Class Lab Clin. Credit

EDU 271 Educational Technology 2 2 0 3

Prerequisites:

Corequisites:

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 282 Early Childhood Lit 3 0 0 3

Prerequisites:

Corequisites:

This course covers the history, selection, and integration of literature and language in the early childhood curriculum. Topics include the history and selection of developmentally appropriate children's literature and the use of books and other media to enhance language and literacy in the classroom. Upon completion, students should be able to select appropriate books for storytelling, reading aloud, puppetry, flannel board use, and other techniques.

ELC 111 Intro to Electricity 2 2 0 3

Prerequisites:

Corequisites:

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 112 DC/AC Electricity 3 6 0 5

Prerequisites:

Corequisites:

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits.

ELC 113 Basic Wiring I 2 6 0 4

Prerequisites:

Corequisites:

This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical blueprint reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with basic electrical installations.

Class Lab Clin. Credit

ELC 114 Basic Wiring II 2 6 0 4
Prerequisites: ELC 113
Corequisites:
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with electrical installations.

ELC 115 Industrial Wiring 2 6 0 4
Prerequisites:
Corequisites:
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

ELC 117 Motors and Controls 2 6 0 4
Prerequisites: ELC 112 or ELC 131
Corequisites:
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118 National Electrical Code 1 2 0 2
Prerequisites:
Corequisites:
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

ELC 119 NEC Calculations 1 2 0 2
Prerequisites:
Corequisites:
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

ELC 128 Intro to PLC 2 3 0 3
Prerequisites:
Corequisites:
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

Class Lab Clin. Credit

ELC 131 DC/AC Circuit Analysis 4 3 0 5
Prerequisites:
Corequisites: MAT 121
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation software, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

ELC 132 Electrical Drawings 1 3 0 2
Prerequisites:
Corequisites:
This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

ELC 135 Electrical Machines I 2 2 0 3
Prerequisites: ELC 112 or ELC 131
Corequisites:
This course covers magnetic circuits, transformers, DC/AC generators, and a review of the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and generator regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC single- and three-phase transformer and generator circuits.

ELC 231 Electric Power Systems 3 2 0 4
Prerequisites:
Corequisites:
This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and determine the size and type of circuit protection devices.

ELN 131 Electronic Devices 3 3 0 4
Prerequisites:
Corequisites: ELC 112, ELC 131, or ELC 140
This course includes semiconductor-based devices such as diodes, bipolar transistors, FETs, thermistors, and related components . Emphasis is placed on analysis, selection, biasing, and applications in power supplies, small signal amplifiers, and switching and control circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot discrete component circuits using appropriate techniques and test equipment.

Class Lab Clin. Credit

ELN 132 Linear IC Applications 3 3 0 4
Prerequisites: ELN 131
Corequisites:
This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, differential amplifiers, instrumentation amplifiers, waveform generators, active filters, PLLs, and IC voltage regulators. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

ELN 133 Digital Electronics 3 3 0 4
Prerequisites:
Corequisites:
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AD/DA conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 150 CAD for Electronics 1 3 0 2
Prerequisites: CIS 110 or CIS 111
Corequisites:
This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

ELN 232 Intro to Microprocessors 3 3 0 4
Prerequisites: ELN 133
Corequisites:
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

ELN 233 Microprocessor Systems 3 3 0 4
Prerequisites: ELN 232
Corequisites:
This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

Class Lab Clin. Credit

ELN 234 Communication Systems 3 3 0 4
Prerequisites: ELN 132
Corequisites:
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

ENG 070 Basic Language Skills 2 2 0 3
Prerequisites:
Corequisites:
This course introduces the fundamentals of standard written English. Emphasis is placed on effective word choice, recognition of sentences and sentence parts, and basic usage. Upon completion, students should be able to generate sentences that clearly express ideas. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 080 Writing Foundations 3 2 0 4
Prerequisites: ENG 070
Corequisites:
This course introduces the writing process and stresses effective sentences. Emphasis is placed on applying the conventions of written English, reflecting standard usage and mechanics in structuring a variety of sentences. Upon completion, students should be able to write correct sentences and a unified, coherent paragraph. *This course does not satisfy the developmental reading and writing prerequisite for ENG 111 or ENG 111A.*

ENG 090 Composition Strategies 3 0 0 3
Prerequisites: ENG 080
Corequisites: ENG 090A
This course provides practice in the writing process and stresses effective paragraphs. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay. *This course satisfies the developmental writing requirement for ENG 111 and ENG 111A.*

ENG 090A Comp Strategies Lab 0 2 0 1
Prerequisites: ENG 080
Corequisites: ENG 090
This writing lab is designed to practice the skills introduced in ENG 090. Emphasis is placed on learning and applying the conventions of standard written English in developing paragraphs within the essay. Upon completion, students should be able to compose a variety of paragraphs and a unified, coherent essay.

Class Lab Clin. Credit

ENG 101 Applied Communications I 3 0 0 3
Prerequisites:
Corequisites:
This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.*

ENG 111 Expository Writing 3 0 0 3
Prerequisites: ENG 090 and RED 090
Corequisites:
This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 112 Argument-Based Research 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 113 Literature-Based Research 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

Class Lab Clin. Credit

ENG 114 Prof Research & Reporting 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 115 Oral Communication 3 0 0 3
Prerequisites:
Corequisites:
This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

ENG 116 Technical Report Writing 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course, the second in a series of two, introduces layout and design of technical reports used in business and industry. Emphasis is placed on audience analysis, data collection and analysis, technical writing style and organization, oral presentation of technical data, and the appropriate use of graphics in written and oral presentations. Upon completion, students should be able to produce written and oral reports using a variety of technical communication models.

ENG 125 Creative Writing I 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 126 Creative Writing II 3 0 0 3
Prerequisites: ENG 125
Corequisites:
This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

ENG 131 Introduction to Literature 3 0 0 3

Prerequisites: ENG 111

Corequisites: ENG 112, or ENG 113, or ENG 114

This course introduces the principal genres of literature. Emphasis is placed on literary terminology, devices, structure, and interpretation. Upon completion, students should be able to analyze and respond to literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 231 American Literature I 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites:

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 232 American Literature II 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites:

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 233 Major American Writers 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites:

This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 241 British Literature I 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites:

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

ENG 242 British Literature II 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites:

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 243 Major British Writers 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites:

This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 251 Western World Literature I 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites:

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 252 Western World Literature II 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites:

This course provides a survey of selected European works from the Neoclassical period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 261 World Literature I 3 0 0 3

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites:

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

ENG 262 World Literature II 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites:
This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

ENG 272 Southern Literature 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites:
This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 273 African-American Literature 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites:
This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

ENG 274 Literature by Women 3 0 0 3
Prerequisites: ENG 112, ENG 113, or ENG 114
Corequisites:
This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

FRE 111 Elementary French I 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

FRE 112 Elementary French II 3 0 0 3
Prerequisites: FRE 111
Corequisites:
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GEL 111 Introductory Geology 3 2 0 4
Prerequisites: MAT 060, RED 090
Corequisites:
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEL 113 Historical Geology 3 2 0 4
Prerequisites: GEL 111 or GEL 120, MAT 060,
RED 090
Corequisites:
This course covers the geological history of the earth and its life forms. Emphasis is placed on the study of rock strata, fossil groups, and geological time. Upon completion, students should be able to identify major fossil groups and associated rock strata and approximate ages of geological formations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Class Lab Clin. Credit

GEL 120 Physical Geology 3 2 0 4
Prerequisites MAT 060, RED 090
Corequisites:
This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEL 230 Environmental Geology 3 2 0 4
Prerequisites: GEL 111, GEL 120 or PHS 130,
MAT 060, RED 090
Corequisites:
This course provides insights into geologic forces that cause environmental changes influencing man's activities. Emphasis is placed on natural hazards and disasters caused by geologic forces. Upon completion, students should be able to relate major hazards and disasters to the geologic forces responsible for their occurrence. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

GEO 111 World Regional Geography 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GEO 112 Cultural Geography 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Class Lab Clin. Credit

GEO 130 General Physical Geography 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces both the basic physical components that help shape the earth and the study of minerals, rocks, and evolution of landforms. Emphasis is placed on the geographic grid, cartography, weather, climate, mineral composition, fluvial processes, and erosion and deposition. Upon completion, students should be able to identify these components and processes and explain how they interact. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

GER 111 Elementary German I 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces the fundamental elements of the German language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 112 Elementary German II 3 0 0 3
Prerequisites: GER 111
Corequisites:
This course is a continuation of GER 111 focusing on the fundamental elements of the German language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

GER 141 Culture and Civilization 3 0 0 3
Prerequisites:
Corequisites:
This course, taught in English, provides an opportunity to explore issues related to the German-speaking world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the German-speaking world. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

HEA 110 Personal Health/Wellness 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HEA 112 First Aid & CPR 1 2 0 2

Prerequisites:

Corequisites:

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 111 World Civilizations I 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 112 World Civilizations II 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 115 Intro to Global History 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces the study of global history. Emphasis is placed on topics such as colonialism, industrialism, and nationalism. Upon completion, students should be able to analyze significant global historical issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Class Lab Clin. Credit

HIS 121 Western Civilization I 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 122 Western Civilization II 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 131 American History I 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

HIS 132 American History II 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Class Lab Clin. Credit

HIS 141 Genealogy & Local History 3 0 0 3
Prerequisites: RED 090
Corequisites

This course explores the role of the local or family historian. Emphasis is placed on historical or genealogical research techniques including a survey of local, state, and national archival resources. Upon completion, students should be able to conduct genealogical research and do a major research project on local or family history. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 162 Women and History 3 0 0 3
Prerequisites: RED 090
Corequisites:

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 167 The Vietnam War 3 0 0 3
Prerequisites: RED 090
Corequisites:

This course covers the American political and military involvement in Vietnam from 1944 to 1975. Topics include the French colonial policy, Vietnamese nationalism, the war with France, American involvement, and resolution of the conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments that influenced the Vietnam War. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 221 African-American History 3 0 0 3
Prerequisites: RED 090
Corequisites:

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

HIS 227 Native American History 3 0 0 3
Prerequisites: RED 090
Corequisites:

This course surveys the history and cultures of Native Americans from pre-history to the present. Topics include Native American civilizations, relations with Europeans, and the continuing evolution of Native American cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments among Native Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 230 The Changing South 3 0 0 3
Prerequisites: RED 090
Corequisites:

This course covers major developments in the South from the Civil War era to the present. Topics include Reconstruction, the emergence of the New South, segregation, the Civil Rights movement, and current issues and challenges facing the South. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the New South. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 233 History of Appalachia 3 0 0 3
Prerequisites: RED 090
Corequisites:

This course introduces the Appalachian region and its relationship to mainstream American history. Topics include regional settlement patterns and a study of Appalachian culture. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Appalachia. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HIS 234 Cherokee History 3 0 0 3
Prerequisites: RED 090
Corequisites:

This course is a survey of the history and culture of the Cherokees. Topics include origins, belief systems, contact and conflict with European settlers, removals, and contemporary problems faced by the Cherokees. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Cherokee history. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

HIS 236 North Carolina History 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HOR 112, Landscape Design I 2 3 0 3
Prerequisites:
Corequisites:
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design.

HOR 114 Landscape Construction 2 2 0 3
Prerequisites:
Corequisites:
This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 118 Equipment Op & Maint 1 3 0 2
Prerequisites:
Corequisites:
This course covers the proper operation and maintenance of selected equipment used in horticulture. Emphasis is placed on the maintenance, minor repairs, safety devices, and actual operation of selected equipment. Upon completion, students should be able to design a maintenance schedule, service equipment, and demonstrate safe operation of selected equipment.

HOR 154 Intro to Hort Therapy 2 4 0 4
Prerequisites
Corequisites:
This course introduces the concept of horticulture therapy and how it can be applied to improve human well-being. Emphasis is placed on developing a horticulture therapy program, planning activities, and adjusting activities based on the age, disability, or need of the individual. Upon completion, students should be able to develop project ideas, write lesson plans, and lead informal classes using horticulture therapy techniques.

Class Lab Clin. Credit

HOR 160 Plant Materials I 2 2 0 3
Prerequisites
Corequisites:
This course covers identification, culture, characteristics, and use of plants. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

HOR 162 Applied Plant Science 2 2 0 3
Prerequisites:
Corequisites:
This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

HOR 164 Hort Pest Management 2 2 0 3
Prerequisites:
Corequisites:
This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license.

HOR 166 Soils & Fertilizers 2 2 0 3
Prerequisites:
Corequisites:
This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation, classification, physical and chemical properties, testing, fertilizer application, and other amendments. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media.

HOR 168 Plant Propagation 2 2 0 3
Prerequisites:
Corequisites:
This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 170 Hort Computer Apps 1 3 0 2
Prerequisites:
Corequisites:
This course introduces computer programs as they apply to the horticulture industry. Emphasis is placed on applications of software for plant identification, design, and irrigation. Upon completion, students should be able to use computer programs in horticultural situations.

	Class	Lab	Clin.	Credit
HOR 213 Landscape Design II	2	2	0	3

Prerequisites: HOR 112
Corequisites:
This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design.

	Class	Lab	Clin.	Credit
HOR 225 Nursery Production	2	3	0	3

Prerequisites:
Corequisites:
This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop.

	Class	Lab	Clin.	Credit
HOR 235 Greenhouse Production	2	2	0	3

Prerequisites:
Corequisites:
This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

	Class	Lab	Clin.	Credit
HOR 245 Hort Specialty Crops	2	2	0	3

Prerequisites:
Corequisites:
This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest.

	Class	Lab	Clin.	Credit
HOR 251 Insects & Diseases	2	2	0	3

Prerequisites:
Corequisites:
This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control.

	Class	Lab	Clin.	Credit
HOR 255 Interiorscapes	1	2	0	2

Prerequisites:
Corequisites:
This course covers plant selection, design, and management for interior settings. Topics include tropical plant identification, cultural requirements, insect and disease identification and control, and design and management requirements for interior plants. Upon completion, students should be able to design, install, and manage plants in interior settings.

	Class	Lab	Clin.	Credit
HOR 257 Arboriculture Practices	1	3	0	2

Prerequisites: HOR 160
Corequisites:
This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices.

	Class	Lab	Clin.	Credit
HOR 260 Plant Materials II	2	2	0	3

Prerequisites:
Corequisites:
This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

	Class	Lab	Clin.	Credit
HOR 268 Adv Propagation	3	3	0	4

Prerequisites:
Corequisites:
This course covers applied production techniques for asexual and sexual plant propagation. Emphasis is placed on the major accepted methods of asexual propagation and sexual propagation of woody ornamental plants, with evaluation of all initiated propagation. Upon completion, students should be able to successfully propagate a variety of plant materials utilizing methods covered in the course.

	Class	Lab	Clin.	Credit
HOR 273 Hort Mgmt & Marketing	3	0	0	3

Prerequisites:
Corequisites:
This course covers the steps involved in starting or managing a horticultural business. Topics include financing, regulations, market analysis, employer/employee relations, formulation of business plans, and operational procedures in a horticultural business. Upon completion, students should be able to assume ownership or management of a horticultural business.

Class Lab Clin. Credit

HUM 110 Technology and Society 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 115 Critical Thinking 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement. This course may meet the SACS humanities requirement for AAS degree programs.*

HUM 120 Cultural Studies 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 121 The Nature of America 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

HUM 122 Southern Culture 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 123 Appalachian Culture 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course provides an interdisciplinary study of the unique features of Appalachian culture. Topics include historical, political, sociological, psychological, and artistic features which distinguish this region. Upon completion, students should be able to demonstrate a broad-based awareness and appreciation of Appalachian culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HUM 130 Myth in Human Culture 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 150 American Women's Studies 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

HUM 160 Introduction to Film 2 2 0 3
Prerequisites: RED 090
Corequisites:
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 170 The Holocaust 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

HUM 211 Humanities I 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 212 Humanities II 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

HUM 220 Human Values and Meaning 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

HUM 230 Leadership Development 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations.

HYD 110 Hydraulics/Pneumatics I 2 3 0 3
Prerequisites:
Corequisites:
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

ITN 160 Principles of Web Design 2 2 0 3
Prerequisites: CIS 110 or CIS 111
Corequisites:
This course introduces intermediate to advanced web page design techniques. Topics include effective use of graphics, fonts, colors, navigation tools, advanced markup language elements, as well as a study of bad design techniques. Upon completion, the student should be able to employ advanced design techniques to create high impact and highly functional web pages.

ITN 240 Internet Security 2 2 0 3
Prerequisites: NET 260
Corequisites:
This course covers security issues related to Internet services. Topics include the operating system and Internet service security mechanisms. Upon completion, students should be able to implement security procedures for operating system level and server level alerts.

Class Lab Clin. Credit

ITN 260 Intro to E-Commerce 2 2 0 3
Prerequisites: ITN 160
Corequisites:
This course introduces the concepts and tools to implement electronic commerce via the Internet. Topics include application and server software selection, security transactions, use and verification of credit cards, publishing of catalogs, and site administration. Upon completion, students should be able to set up a working e-commerce Internet website.

MAS 110 Masonry I 5 15 0 10
Prerequisites:
Corequisites:
This course introduces the basic principles of construction with masonry units. Topics include history of the masonry field, safety practices, blueprint reading, and principles of laying masonry units to the line using tools, equipment, and materials. Upon completion, students should be able to demonstrate knowledge of safety practices, blueprint reading, and basic tool use; identify materials; operate machinery; and lay masonry units.

MAS 120 Masonry II 5 15 0 10
Prerequisites:
Corequisites:
This course provides practical experience in cost estimating, foundations, bonding variations, expansion joints, wall ties, building codes, and other related topics. Emphasis is placed on material estimation, layout of footing, construction of walls, reinforcements, scaffolding, insulating, and building codes. Upon completion, students should be able to determine cost, plan sound building procedures, construct masonry projects, and apply building codes.

MAS 130 Masonry III 6 6 0 8
Prerequisites:
Corequisites:

This course provides fundamentals and skills used in masonry construction. Emphasis is placed on building chimneys, fireplaces, columns, concrete masonry, and arches; using materials economically; satisfying needs and expectations; and proper work ethics. Upon completion, students should be able to build structures covered in the course, demonstrate increased speed and accuracy, and make smooth transitions between construction stages.

MAS 140 Intro to Masonry 1 2 0 2
Prerequisites:
Corequisites:
This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

Class Lab Clin. Credit

MAS 170 Masonry Technology Mgt. 1 2 0 2
Prerequisites:
Corequisites: MAS 130
This course extends the concepts covered in the masonry curriculum. Topics include ornamental material applications, job site safety, site management: including environmental impact, employee supervision, and job cost management. Upon completion, student should be able to demonstrate advanced installation skills, as well as analyze and implement various management requirements.

MAT 050 Basic Math Skills 3 2 0 4
Prerequisites:
Corequisites:
This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

MAT 060 Essential Mathematics 3 2 0 4
Prerequisites: MAT 050
Corequisites:
This course is a comprehensive study of mathematical skills which should provide a strong mathematical foundation to pursue further study. Topics include principles and applications of decimals, fractions, percents, ratio and proportion, order of operations, geometry, measurement, and elements of algebra and statistics. Upon completion, students should be able to perform basic computations and solve relevant, multi-step mathematical problems using technology where appropriate.

MAT 070 Introductory Algebra 3 2 0 4
Prerequisites: MAT 060
Corequisites: RED 080
This course establishes a foundation in algebraic concepts and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, factoring, and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

MAT 080 Intermediate Algebra 3 2 0 4
Prerequisites: MAT 070
Corequisites: RED 080
This course continues the study of algebraic concepts with emphasis on applications. Topics include factoring; rational expressions; rational exponents; rational, radical, and quadratic equations; systems of equations; inequalities; graphing; functions; variations; complex numbers; and elements of geometry. Upon completion, students should be able to apply the above concepts in problem solving using appropriate technology.

Class Lab Clin. Credit

MAT 101 Applied Mathematics I 2 2 0 3

Prerequisites: MAT 060

Corequisites:

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for diploma programs.*

MAT 102 Applied Mathematics II 2 2 0 3

Prerequisites: MAT 101

Corequisites:

This course introduces the concepts of right triangle trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, and right triangle trigonometry. Upon completion, students should be able to solve applied problems both independently and collaboratively. *This course is intended for diploma programs.*

MAT 115 Mathematical Models 2 2 0 3

Prerequisites: MAT 070

Corequisites:

This course develops the ability to utilize mathematical skills and technology to solve problems at a level found in non-mathematics-intensive programs. Topics include applications to percent, ratio and proportion, formulas, statistics, function notation, linear functions, probability, sampling techniques, scatter plots, and modeling. Upon completion, students should be able to solve practical problems, reason and communicate with mathematics, and work confidently, collaboratively, and independently.

MAT 120 Geometry and Trigonometry 2 2 0 3

Prerequisites: MAT 070

Corequisites:

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

MAT 140 Survey of Mathematics 3 0 0 3

Prerequisites: MAT 070

Corequisites: MAT 140A

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Class Lab Clin. Credit

MAT 140A Survey of Mathematics Lab 0 2 0 1

Prerequisites: MAT 070

Corequisites: MAT 140

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 151 Statistics I 3 0 0 3

Prerequisites: MAT 080 or MAT 140

Corequisites: RED 080 & MAT 151A

This course provides a project-based approach to the study of basic probability, descriptive and inferential statistics, and decision making. Emphasis is placed on measures of central tendency and dispersion, correlation, regression, discrete and continuous probability distributions, quality control, population parameter estimation, and hypothesis testing. Upon completion, students should be able to describe important characteristics of a set of data and draw inferences about a population from sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

MAT 151A Statistics I Lab 0 2 0 1

Prerequisites: MAT 080

Corequisites: MAT 151

This course is a laboratory for MAT 151. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 161 College Algebra 3 0 0 3

Prerequisites: MAT 080 or MAT 090

Corequisites: MAT 161A

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

Class Lab Clin. Credit

MAT 161A College Algebra Lab 0 2 0 1
Prerequisites: MAT 080 or MAT 090
Corequisites: MAT 161
This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 162 College Trigonometry 3 0 0 3
Prerequisites: MAT 161
Corequisites:
This course provides an integrated technological approach to trigonometric applications used in problem solving. Emphasis is placed on applications involving trigonometric ratios, right triangles, oblique triangles, trigonometric functions, graphing, vectors, and complex numbers. Upon completion, students should be able to apply the above principles of trigonometry to problem solving and communication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

MAT 165 Finite Mathematics 3 0 0 3
Prerequisites: MAT 161
Corequisites:
This course provides topics used to formulate models and to solve and interpret solutions using an algorithmic approach. Topics include linear algebra, linear programming, simplex method, sets and counting, probability, mathematics of finance, and logic. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts of finite mathematics and the ability to solve related problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 171 Precalculus Algebra 3 0 0 3
Prerequisites: MAT 080
Corequisites: RED 080, MAT 171A
This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Class Lab Clin. Credit

MAT 171A Precalculus Algebra Lab 0 2 0 1
Prerequisites: MAT 080 or MAT 090
Corequisites: MAT 171
This course is a laboratory for MAT 171. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 172 Precalculus Trigonometry 3 0 0 3
Prerequisites: MAT 171
Corequisites:
This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 172A Precalculus Trig Lab 0 2 0 1
Prerequisites: MAT 171
Corequisites: MAT 172
This course is a laboratory for MAT 172. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 175 Precalculus 4 0 0 4
Prerequisites:
Corequisites: MAT 175A
This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on functions and their graphs with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics*

Class Lab Clin. Credit

MAT 175A Precalculus Lab 0 2 0 1

Prerequisites:
Corequisites: MAT 175

This course is a laboratory for MAT 175. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MAT 263 Brief Calculus 3 0 0 3

Prerequisites: MAT 161
Corequisites:

This course is designed for students needing only one semester of calculus. Topics include functions, graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 271 Calculus I 3 2 0 4

Prerequisites: MAT 172 or MAT 175
Corequisites:

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MAT 272 Calculus II 3 2 0 4

Prerequisites: MAT 271
Corequisites:

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Class Lab Clin. Credit

MAT 273 Calculus III 3 2 0 4

Prerequisites: MAT 272
Corequisites:

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

MEC 111 Machine Processes I 1 4 0 3

Prerequisites:
Corequisites:

This course introduces safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include safety, measuring tools, and the basic setup and operation of lathes, milling machines, drill presses, and saws. Upon completion, students should be able to manufacture a simple part to a specified tolerance.

MED 110 Orientation to Med Assist 1 0 0 1

Prerequisites: Admission to G.O.T. or M.A. program
Corequisites:

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 118 Medical Law and Ethics 2 0 0 2

Prerequisites: Admission to G.O.T. or M.A. program
Corequisites:

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 120 Survey of Med Terminology 2 0 0 2

Prerequisites: MED 110 & Admission to G.O.T. or
M.A. program
Corequisites:

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

Class Lab Clin. Credit

MED 121 Medical Terminology I 3 0 0 3
Prerequisites: Admission to G.O.T. or M.A. program
Corequisites:
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 122 Medical Terminology II 3 0 0 3
Prerequisites: MED 121
Corequisites:
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

MED 130 Admin Office Proc I 1 2 0 2
Prerequisites: Admission to G.O.T. or M.A. program
Corequisites: BIO 163, ENG 111, MED 110, MED 118, MED 121 & MED 140
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 Admin Office Proc II 1 2 0 2
Prerequisites: MED 130
Corequisites: ENG 114, MED 122, MED 134, MED 150, & MED 240
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 134 Medical Transcription 2 2 0 3
Prerequisites: MED 121
Corequisites: ENG 114, MED 122, MED 131, MED 150 & MED 240
This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

Class Lab Clin. Credit

MED 140 Exam Room Procedures I 3 4 0 5
Prerequisites: Admission to M.A. program
Corequisites: BIO 163, ENG 111, MED 110, MED 118, MED 121, & MED 130
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 Laboratory Procedures I 3 4 0 5
Prerequisites: MED 140
Corequisites: ENG 114, MED 122, MED 131, MED 134, & MED 240
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 240 Exam Room Procedures II 3 4 0 5
Prerequisites: MED 140
Corequisites: ENG 114, MED 122, MED 131, MED 134, & MED 150
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected

MED 260 MED Clinical Externship 0 0 15 5
Prerequisites: MED 240
Corequisites: MED 262
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 Clinical Perspectives 1 0 0 1
Prerequisites: MED 240
Corequisites: MED 260
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

Class Lab Clin. Credit

MED 270 Symptomatology 2 2 0 3
Prerequisites: MED 260 & MED 262
Corequisites: ACC 115, BIO 111,OST 148, & OST 184
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MKT 120 Principles of Marketing 3 0 0 3
Prerequisites:
Corequisites:
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

MUS 110 Music Appreciation 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 112 Introduction to Jazz 3 0 0 3
Prerequisites:
Corequisites:
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

MUS 113 American Music 3 0 0 3
Prerequisites:
Corequisites:
This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

MUS 131 Chorus I 0 2 0 1
Prerequisites:
Corequisites:
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 132 Chorus II 0 2 0 1
Prerequisites: MUS 131
Corequisites:
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 231 Chorus III 0 2 0 1
Prerequisites: MUS 132
Corequisites:
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

MUS 232 Chorus IV 0 2 0 1
Prerequisites: MUS 231
Corequisites:
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

NAS 101 Nursing Assistant I 3 2 3 5
Prerequisites:
Corequisites:
This course introduces basic nursing skills required to provide personal care for patients, residents, or clients in a health care setting. Topics include communications, safety, patients' rights, personal care, vital signs, elimination, nutrition, emergencies, rehabilitation, and mental health. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant I with the North Carolina Nurse Aide I Registry. *This is a certificate-level course.*

Class Lab Clin. Credit

NAS 102 Nursing Assistant II 3 2 6 6

Prerequisites: High School diploma or GED & currently listed as NA I with state of NC

Corequisites:

This course provides training in selected advanced nursing assistant procedures. Emphasis is placed on sterile techniques, respiratory procedures, catheterizations, wound and trach care, irrigations, and ostomy care. Upon completion, students should be able to demonstrate skills necessary to qualify as a Nursing Assistant II with the North Carolina Board of Nursing. *This is a certificate-level course.*

NAS 103 Home Health Care 2 0 0 2

Prerequisites: NAS 101

Corequisites:

This course covers basic health issues that affect clients in the home setting. Emphasis is placed on home safety, recognizing significant changes in the client's condition, family dynamics, and use of home health care equipment. Upon completion, students should be able to identify care for clients at home. *This is a certificate-level course.*

NET 110 Data Comm/Networking 2 2 0 3

Prerequisites:

Corequisites: CIS 110 or CIS 111

This course introduce data communication and networking. Topics include telecommunication standards, protocols, equipment, network topologies, communication software, LANs, WANs, the Internet, and network operating systems. Upon completion, students should be able to demonstrate understanding of the fundamentals of telecommunication and networking.

NET 125 Routing and Switching I 1 4 0 3

Prerequisites:

Corequisites:

This course introduces the OSI model, network topologies, IP addressing, and subnet masks, simple routing techniques, and basic switching terminology. Topics include the basic functions of the seven layers of the OSI model, different classes of IP addressing and subnetting, router login scripts. Upon completion, students should be able to list the key internetworking functions of the OSI Networking Layer and how they are performed in a variety of router types.

NET 126 Routing and Switching II 1 4 0 3

Prerequisites: NET 125

Corequisites:

This course introduces router configurations, router protocols, switching methods, and hub terminology. Topics include the basic flow control methods, router startup commands, manipulation of router configuration files, IP and data link addressing. Upon completion, students should be able to prepare the initial router configuration files, as well as enable, verify, and configure IP addresses.

Class Lab Clin. Credit

NET 225 Adv Router and Switching I 1 4 0 3

Prerequisites: NET 126

Corequisites:

This course introduces advanced router configurations, advanced LAN switching theory and design, VLANs, Novell IPX, and threaded case studies. Topics include router elements and operations, adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. Upon completion students should be able to describe LAN and network segmentation with bridges, routers and switches and describe a virtual LAN.

NET 226 Adv Routing and Switching II 1 4 0 3

Prerequisites: NET 225

Corequisites:

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, channels, and function groups, and describe the Spanning Tree protocol.

NET 260 Internet Dev & Support 3 0 0 3

Prerequisites: NET 110

Corequisites:

This course covers issues relating to the development and implementation of Internet related tools and services. Topics include Internet organization, site registration, e-mail servers, Web servers, Web page development, legal issues, firewalls, multimedia, TCP/IP, service providers, FTP, list servers, and gateways. Upon completion, students should be able to develop and support the Internet services needed within an organization.

NUR 101 Practical Nursing I 7 6 6 11

Prerequisites: Admission to the Practical Nursing Program

Corequisites: PSY 150, BIO 163, & either CIS 111 or CIS 113

This course introduces concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, legal/ethical/professional issues, wellness/illness patterns, and basic nursing skills. Upon completion, students should be able to demonstrate beginning understanding of nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

Class Lab Clin. Credit

NUR 102 Practical Nursing II 8 0 12 12

Prerequisites: NUR 101

Corequisites: ENG 111 & NUR 117

This course includes more advanced concepts as related to the practical nurse's caregiver and discipline-specific roles. Emphasis is placed on the nursing process, delegation, cost effectiveness, legal/ethical/professional issues, and wellness/illness patterns. Upon completion, students should be able to begin participating in the nursing process to promote/maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 103 Practical Nursing III 6 0 12 10

Prerequisites: NUR 102

Corequisites:

This course focuses on use of nursing/related concepts by practical nurses as providers of care/members of discipline in collaboration with health team members. Emphasis is placed on the nursing process, wellness/illness patterns, entry-level issues, accountability, advocacy, professional development, evolving technology, and changing health care delivery systems. Upon completion, students should be able to use the nursing process to promote/ maintain/restore optimum health for diverse clients throughout the life span. *This is a diploma-level course.*

NUR 115 Fundamentals of Nursing 2 3 6 5

Prerequisites: Admission to Associate Degree Nursing Program

Corequisites: BIO 15, ENG 111, NUR 116, PSY 150

This course introduces concepts basic to beginning nursing practice. Emphasis is placed on the application of the nursing process to provide and manage care as a member of the discipline of nursing. Upon completion, students should be able to demonstrate beginning competence in caring for individuals with common alterations of health.

NUR 116 Nursing of Older Adults 2 3 3 4

Prerequisites: Admission to Associate Degree Nursing Program

Corequisites: BIO 165, ENG 111, NUR 115, PSY 150

This course provides an opportunity to utilize the provider of care and manager of care roles to meet nursing needs of older adults in a variety of settings. Emphasis is placed on the aging process as it applies to normal developmental changes and alterations in health commonly occurring in the older adult. Upon completion, students should be able to apply the nursing process in caring for the older adult.

Class Lab Clin. Credit

NUR 117 Pharmacology 1 3 0 2

Prerequisites: NUR 115 or NUR 101

Corequisites: BIO 166, CIS 113, NUR 133, NUR 135 (ADN)/ NUR 102, ENG 111 (PN)

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and application of the nursing process regarding drug therapy. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 125 Maternal-Child Nursing 5 3 6 8

Prerequisites: NUR 185

Corequisites: ENG 114, PSY 241

This course introduces nursing concepts related to the delivery of nursing care for the expanding family. Emphasis is placed on utilizing the nursing process as a framework for managing/providing nursing care to individuals and families along the wellness-illness continuum. Upon completion, students should be able to utilize the nursing process to deliver nursing care to mothers, infants, children, and families.

NUR 133 Nursing Assessment 2 3 0 3

Prerequisites: NUR 115, NUR 116

Corequisites: BIO 166, CIS 113, NUR 117, NUR 135

This course provides theory and application experience for performing nursing assessment of individuals. Emphasis is placed on interviewing and physical assessment techniques and documentation of findings appropriate for nursing. Upon completion, students should be able to complete a health history and perform a noninvasive physical assessment.

NUR 135 Adult Nursing I 5 3 9 9

Prerequisites: NUR 115, NUR 116

Corequisites: BIO 166, CIS 113, NUR 117, NUR 133

This course introduces concepts related to the nursing care of individuals experiencing acute and chronic alterations in health. Emphasis is placed on utilizing the nursing process as a framework for providing and managing nursing care to individuals along the wellness-illness continuum. Upon completion, students should be able to apply the nursing process to individuals experiencing acute and chronic alterations in health.

NUR 185 Mental Health Nursing 3 0 6 5

Prerequisites: NUR 135

Corequisites: BIO 175

This course includes concepts related to the nursing care of individuals experiencing alterations in social and psychological functioning. Emphasis is placed on utilizing the nursing process to provide and manage nursing care for individuals with common psychiatric disorders or mental health needs. Upon completion, students should be able to apply psychosocial theories in the nursing care of individuals with psychiatric/mental health needs.

Class Lab Clin. Credit

NUR 186 Clinical Supplement 0 0 3 1

Prerequisites: NUR 125

Corequisites: NUR 235, NUR 244 & a Humanities Elective

This course is designed to be offered as a corequisite to any core NUR course. Emphasis is placed on applying the nursing process in a clinical setting. Upon completion, students should be able to demonstrate delivery of nursing care at the level required for the core NUR course.

NUR 187 Transition Practicum 0 0 6 2

Prerequisites: PN license, conditional acceptance into the Associate Degree Nursing Program Advanced Placement

Corequisites: BIO 166, CIS 113, NUR 189

This course provides a clinical practice component designed to assist the licensed practical nurse to transition to the role of the associate degree nurse. Emphasis is placed on developing the nurse's role as provider of care, manager of care, and member of the discipline of nursing. Upon completion, students should be able to demonstrate competency in the delivery of nursing care for individuals with common alterations in health.

NUR 189 Nursing Transition 1 3 0 2

Prerequisites: PN license, conditional acceptance into the Associate Degree Nursing Program Advanced Placement

Corequisites: BIO 166, CIS 113, NUR 187

This course is designed to assist the licensed practical nurse in transition to the role of the associate degree nurse. Topics include the role of the registered nurse, nursing process, homeostasis, and validation of selected nursing skills and physical assessment. Upon completion, students should be able to articulate into the ADN program at the level of the generic student.

NUR 235 Adult Nursing II 4 3 15 10

Prerequisite: NUR 125

Corequisites: NUR 186, NUR 244, & a Humanities Elective

This course provides expanded concepts related to nursing care for individuals experiencing common complex alterations in health. Emphasis is placed on the nurse's role as a member of a multidisciplinary team and as a manager of care for a group of individuals. Upon completion, students should be able to provide comprehensive nursing care for groups of individuals with common complex alterations in health.

Class Lab Clin. Credit

NUR 244 Issues and Trends 2 0 0 2

Prerequisites: NUR 125

Corequisites: NUR 186, NUR 235, & a Humanities Elective

This course presents an overview of current trends and issues in nursing as they affect nursing practice in a changing health care environment. Emphasis is placed on making an effective transition into the roles of the practicing nurse. Upon completion, students should be able to articulate professional aspects of the practice of nursing.

OST 080 Keyboarding Literacy 1 2 0 2

Prerequisites:

Corequisites:

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

OST 131 Keyboarding 1 2 0 2

Prerequisites:

Corequisites:

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

OST 132 Keyboard Skill Building 1 2 0 2

Prerequisites: OST 131

Corequisites:

This course provides accuracy- and speed-building drills. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

OST 136 Word Processing 1 2 0 2

Prerequisites: OST 080 or OST 131 & CIS 110 or CIS 111

Corequisites:

This course introduces word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.

OST 148 Med Coding Billing & Insur 3 0 0 3

Prerequisites:

Corequisites:

This course introduces CPT and ICD coding as they apply to medical insurance and billing. Emphasis is placed on accuracy in coding, forms preparation, and posting. Upon completion, students should be able to describe the steps of the total billing cycle and explain the importance of accuracy.

Class Lab Clin. Credit

OST 164 Text Editing Applications 3 0 0 3

Prerequisites:

Corequisites:

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 181 Intro to Office Systems 2 2 0 3

Prerequisites:

Corequisites:

This course introduces the skills and abilities needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 184 Records Management 1 2 0 2

Prerequisites:

Corequisites:

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 233 Office Publications Design 2 2 0 3

Prerequisites: OST 136

Corequisites:

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 236 Adv Word/Information Proc 2 2 0 3

Prerequisites: OST 136

Corequisites:

This course develops proficiency in the utilization of advanced word/information processing functions. Topics include tables, graphics, macros, sorting, document assembly, merging, and newspaper and brochure columns. Upon completion, students should be able to produce a variety of complex business documents.

OST 284 Emerging Technologies 2 0 0 2

Prerequisites: CIS 110 or CIS 111

Corequisites:

This course provides opportunities to explore emerging technologies. Emphasis is placed on identifying, researching, and presenting current technological topics for class consideration and discussion. Upon completion, students should be able to understand the importance of keeping abreast of technological changes that affect the office professional.

Class Lab Clin. Credit

PED 110 Fit and Well for Life 1 2 0 2

Prerequisites:

Corequisites:

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 111 Physical Fitness I 0 3 0 1

Prerequisites:

Corequisites:

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 113 Aerobics I 0 3 0 1

Prerequisites:

Corequisites:

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 114 Aerobics II 0 3 0 1

Prerequisites: PED 113

Corequisites:

This course provides a continuation of a program of cardiovascular fitness involving rhythmic exercise. Emphasis is placed on a wide variety of aerobic activities which include cardiovascular efficiency, strength, and flexibility. Upon completion, students should be able to participate in and design a rhythmic aerobic exercise routine. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

PED 119 Circuit Training 0 3 0 1
Prerequisites:
Corequisites:
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 120 Walking for Fitness 0 3 0 1
Prerequisites:
Corequisites:
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 122 Yoga I 0 2 0 1
Prerequisites:
Corequisites:
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 125 Self-Defense-Beginning 0 2 0 1
Prerequisites:None
Corequisites:None
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 126 Self-Defense-Intermediate 0 2 0 1
Prerequisites: PED 125
Corequisites:
This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

PED 142 Lifetime Sports 0 2 0 1
Prerequisites:
Corequisites:
This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 152 Swimming-Beginning 0 2 0 1
Prerequisites:
Corequisites:
This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 153 Swimming-Intermediate 0 2 0 1
Prerequisites: PED 152
Corequisites:
This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 155 Water Aerobics 0 3 0 1
Prerequisites:
Corequisites:
This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

PED 173 Rock Climbing 0 2 0 1
Prerequisites:
Corequisites:
This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 177 Ice Skating 0 2 0 1
Prerequisites:
Corequisites:
This course introduces the fundamentals of ice skating. Emphasis is placed on basic positioning, balance, and form on ice. Upon completion, students should be able to demonstrate skills necessary for recreational ice skating. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 181 Snow Skiing-Beginning 0 2 0 1
Prerequisites:
Corequisites:
This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 182 Snow Skiing-Intermediate 0 2 0 1
Prerequisites: PED 181
Corequisites:
This course is designed to further develop snow skiing skills. Topics include selection and care of equipment, parallel skiing and turns, christies, advanced jumps, trail skiing, and slalom racing. Upon completion, students should be able to ski on varying terrains and snow conditions with control and safety. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PED 211 New Games 0 2 0 1
Prerequisites:
Corequisites:
This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in noncompetitive games. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

PED 212 Snowboarding-Beginning 0 2 0 1
Prerequisites:
Corequisites:
This course is designed to develop the basic knowledge and skills of snowboard. Topics include equipment, conditioning exercises, terminology, safety, rules, fundamental skills, and the use of lifts. Upon completion, students should be able to snowboard downhill, enter and exit a ski lift, and perform basic maneuvers on a snowboard. *This course has been approved by the Transfer Advisory Committee to satisfy the Comprehensive Articulation Agreements for transferability as a premajor and/or elective course requirement.*

PHI 210 History of Philosophy 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 215 Philosophical Issues 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

PHI 240 Introduction to Ethics 3 0 0 3
Prerequisites: ENG 111
Corequisites:
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

PHY 151 College Physics I 3 2 0 4
Prerequisites: MAT 161 or MAT 171
Corequisites:
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 152 College Physics II 3 2 0 4
Prerequisites: PHY 151
Corequisites:
This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 251 General Physics I 3 3 0 4
Prerequisites: MAT 271
Corequisites: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

PHY 252 General Physics II 3 3 0 4
Prerequisites: MAT 272 or PHY 251
Corequisites:
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

Class Lab Clin. Credit

PLU 110 Modern Plumbing 4 15 0 9
Prerequisites:
Corequisites:
This course introduces the tools, equipment, and materials associated with the plumbing industry. Topics include safety, use and care of tools, recognition and assembly of fittings and pipes, and other related topics. Upon completion, students should be able to safely assemble various pipes and fittings in accordance with state code requirements.

PLU 120 Plumbing Applications 4 15 0 9
Prerequisites:
Corequisites:
This course covers general plumbing layout, fixtures, and water heaters. Topics include drainage, waste and vent pipes, water service and distribution, fixture installation, water heaters, and other related topics. Upon completion, students should be able to safely install common fixtures and systems in compliance with state and local building codes.

PLU 130 Plumbing Systems 3 9 0 6
Prerequisites:
Corequisites:
This course covers the maintenance and repair of plumbing lines and fixtures. Emphasis is placed on identifying and diagnosing problems related to water, drain and vent lines, water heaters, and plumbing fixtures. Upon completion, students should be able to identify and diagnose needed repairs to the plumbing system.

PLU 140 Intro to Plumbing Codes 1 2 0 2
Prerequisites:
Corequisites:
This course covers plumbing industry codes and regulations. Emphasis is placed on North Carolina regulations and the minimum requirements for plumbing materials and design. Upon completion, students should be able to research and interpret North Carolina plumbing codes.

PLU 150 Plumbing Diagrams 1 2 0 2
Prerequisites:
Corequisites:
This course introduces sketching diagrams and interpretation of blueprints applicable to the plumbing trades. Emphasis is placed on plumbing plans for domestic and/or commercial buildings. Upon completion, students should be able to sketch plumbing diagrams applicable to the plumbing trades.

PLU 160 Plumbing Estimates 1 2 0 2
Prerequisites:
Corequisites:
This course covers techniques for estimating quantities of materials and cost of installation for various types of plumbing systems. Topics include design of systems, codes, material take-offs, pricing, and public relations. Upon completion, students should be able to order materials needed for installation from a designed system.

Class Lab Clin. Credit

PLU 211 Commercial/Ind Plumbing 2 2 0 3
Prerequisites:None
Corequisites:None
This course covers the installation of various commercial and industrial piping. Topics include piping in steam, gas, air, fire sprinklers, and other related topics. Upon completion, students should be able to select and install various piping systems for a variety of applications.

POL 110 Intro Political Science 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces basic political concepts used by governments and addresses a wide range of political issues. Topics include political theory, ideologies, legitimacy, and sovereignty in democratic and non-democratic systems. Upon completion, students should be able to discuss a variety of issues inherent in all political systems and draw logical conclusions in evaluating these systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 120 American Government 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

POL 130 State & Local Government 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

POL 210 Comparative Government 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 101 Applied Psychology 3 0 0 3
Prerequisites:
Corequisites:
This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. *This course is intended for diploma programs.*

PSY 110 Life Span Development 3 0 0 3
Prerequisites:
Corequisites:
This course provides an introduction to the study of human growth and development. Emphasis is placed on the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span and apply this knowledge to their specific field of study.

PSY 115 Stress Management 2 0 0 2
Prerequisites:
Corequisites:
This course covers stressors and techniques for stress management. Topics include anger, assertiveness, adaptation to change, conflict, coping skills, identification of stressors, time management, and the physiology of stress and burnout. Upon completion, students should be able to demonstrate an understanding of the effective management of stress.

PSY 131 Psychology of Dreams 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course covers the physiology of sleeping and dreaming and the major psychological approaches to the interpretation of dreams. Topics include historical and cultural perspectives on dreams, sleep disorders, and an examination of traditional and contemporary approaches to dreams and their meaning. Upon completion, students should be able to demonstrate a basic understanding of the psychological implications of sleeping and dreaming.

Class Lab Clin. Credit

PSY 141 Psych of Death and Dying 3 0 0 3
Prerequisites: RED 090
Corequisites:

This course presents psychological perspectives on death and dying. Topics include the culturally diverse aspects of death and the grieving process, adjustment mechanisms, interventions, and the psychological and ethical dimensions of death and dying. Upon completion, students should be able to demonstrate an understanding of the psychosocial aspects of death and dying.

PSY 150 General Psychology 3 0 0 3
Prerequisites: RED 090
Corequisites:

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 183 Psychology of Addiction 3 0 0 3
Prerequisites: RED 090
Corequisites:

This course covers historical and theoretical perspectives on addictive behavior and the genetic, familial, and sociocultural influences on addiction. Topics include addictions to eating, gambling, alcohol, drugs, relationships, work, and sex. Upon completion, students should be able to demonstrate a knowledge of the theories of addiction and the factors underlying addictive behaviors.

PSY 211 Psychology of Adjustment 3 0 0 3
Prerequisites: PSY 150
Corequisites:

This course introduces the study of the adjustment process focusing on contemporary challenges individuals must deal with in everyday life. Topics include theories of behavior, career choices, self-understanding, coping mechanisms, human relationships, intimacy, sociocultural factors influencing healthy personal adjustment, and other related topics. Upon completion, students should be able to demonstrate an awareness of the processes of adjustment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

PSY 237 Social Psychology 3 0 0 3
Prerequisites: PSY 150 or SOC 210
Corequisites:

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 239 Psychology of Personality 3 0 0 3
Prerequisites: PSY 150
Corequisites:

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 241 Developmental Psych 3 0 0 3
Prerequisites: PSY 150
Corequisites:

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

PSY 243 Child Psychology 3 0 0 3
Prerequisites: PSY 150
Corequisites:

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

PSY 246 Adolescent Psychology 3 0 0 3
Prerequisites: PSY 150
Corequisites:
This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 247 Psychology of Adulthood 3 0 0 3
Prerequisites: PSY 150
Corequisites:
This course examines the major theories and patterns of adult development from young adulthood to late adulthood. Topics include physical, cognitive, and psychosocial changes with an emphasis on relationships, family patterns, work roles, community interactions, and the challenges of each stage of adulthood. Upon completion, students should be able to demonstrate a knowledge of adult development and an ability to apply this knowledge to their own lives. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 259 Human Sexuality 3 0 0 3
Prerequisites: PSY 150
Corequisites:
This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

PSY 281 Abnormal Psychology 3 0 0 3
Prerequisites: PSY 150
Corequisites:
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Class Lab Clin. Credit

RED 070 Essential Reading Skills 3 2 0 4
Prerequisites:
Corequisites:
This course is designed to strengthen reading skills. Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, and learning strategies. Upon completion, students should be able to demonstrate competence in the skills required for RED 080. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 080 Intro to College Reading 3 2 0 4
Prerequisites: RED 070
Corequisites:
This course introduces effective reading and inferential thinking skills in preparation for RED 090. Emphasis is placed on vocabulary, comprehension, and reading strategies. Upon completion, students should be able to determine main ideas and supporting details, recognize basic patterns of organization, draw conclusions, and understand vocabulary in context. *This course does not satisfy the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 090 Improved College Reading 3 2 0 4
Prerequisites: RED 080
Corequisites:
This course is designed to improve reading and critical thinking skills. Topics include vocabulary enhancement; extracting implied meaning; analyzing author's purpose, tone, and style; and drawing conclusions and responding to written material. Upon completion, students should be able to comprehend and analyze college-level reading material. *This course satisfies the developmental reading prerequisite for ENG 111 or ENG 111A.*

RED 111 Crit Reading for College 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

REL 110 World Religions 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

REL 111 Eastern Religions 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 112 Western Religions 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces the major western religious traditions. Topics include Zoroastrianism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 211 Intro to Old Testament 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

REL 212 Intro to New Testament 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

REL 221 Religion in America 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course is an examination of religious beliefs and practice in the United States. Emphasis is placed on mainstream religious traditions and non-traditional religious movements from the Colonial period to the present. Upon completion, students should be able to recognize and appreciate the diversity of religious traditions in America. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SOC 105 Social Relationships 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course is designed to study social relations and human behavior in all aspects of society. Emphasis is placed on the individual in the family, educational setting, and workplace. Upon completion, students should be able to apply knowledge about human behavior to improve interpersonal and job effectiveness. *This course is intended for certificate and diploma programs.*

SOC 210 Introduction to Sociology 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 213 Sociology of the Family 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

Class Lab Clin. Credit

SOC 220 Social Problems 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 225 Social Diversity 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 230 Race and Ethnic Relations 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course includes an examination of the various aspects of race and ethnicity and how these lead to different experiences, opportunities, problems, and contributions. Topics include prejudice, discrimination, perceptions, myths, stereotypes, and intergroup relationships. Upon completion, students should be able to identify and analyze relationships among racial and ethnic groups within the larger society. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

SOC 234 Sociology of Gender 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course examines contemporary roles in society with special emphasis on recent changes. Topics include sex role socialization, myths and stereotypes, gender issues related to family, work, and power. Upon completion, students should be able to analyze modern relationships between men and women. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

Class Lab Clin. Credit

SOC 242 Sociology of Deviance 3 0 0 3

Prerequisites:RED 090

Corequisites:

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SOC 250 Sociology of Religion 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course examines religion from a sociological perspective as part and product of human society. Topics include the origins, development, and functions of belief systems; religious organizations; conversion; and interactions with politics, the economy, science, and the class system. Upon completion, students should be able to describe and analyze religous systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPA 111 Elementary Spanish I 3 0 0 3

Prerequisites: RED 090

Corequisites:

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 112 Elementary Spanish II 3 0 0 3

Prerequisites: SPA 111

Corequisites:

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

Class Lab Clin. Credit

SPA 141 Culture and Civilization 3 0 0 3
Prerequisites: RED 090
Corequisites:
This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

SPA 211 Intermediate Spanish I 3 0 0 3
Prerequisites: SPA 112
Corequisites:
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

SPA 212 Intermediate Spanish II 3 0 0 3
Prerequisites: SPA 211
Corequisites:
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

WLD 110 Cutting Processes 1 3 0 2
Prerequisites:
Corequisites:
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

WLD 112 Basic Welding Processes 1 3 0 2
Prerequisites:
Corequisites:
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

Class Lab Clin. Credit

WLD 115 SMAW (Stick) Plate 2 9 0 5
Prerequisites:
Corequisites:
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

WLD 116 SMAW (Stick) Plate/Pipe 1 9 0 4
Prerequisites: WLD 115
Corequisites:
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Plate 2 6 0 4
Prerequisites:
Corequisites:
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

WLD 122 GMAW (MIG) Plate/Pipe 1 6 0 3
Prerequisites: WLD 121
Corequisites:
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131 GTAW (TIG) Plate 2 6 0 4
Prerequisites:
Corequisites:
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

Class Lab Clin. Credit

WLD 141 Symbols & Specifications 2 2 0 3

Prerequisites:

Corequisites:

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

WLD 143 Welding Metallurgy 1 2 0 2

Prerequisites:

Corequisites:

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.

WLD 151 Fabrication I 2 6 0 4

Prerequisites: WLD 110, WLD 115, WLD 116, & WLD 131

Corequisites:

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

Class Lab Clin. Credit

WLD 261 Certification Practices 1 3 0 2

Prerequisites: WLD 115, WLD 121, & WLD 131

Corequisites:

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

WOL 110 Basic Construction Skills 2 3 0 3

Prerequisites:

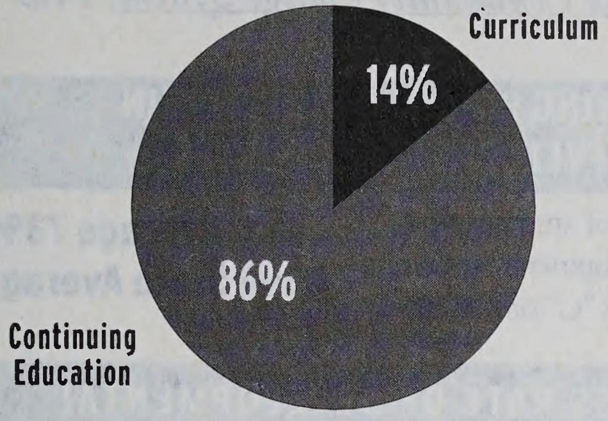
Corequisites:

This course introduces the student to basic safety, tools, and skills commonly found in the construction related trades. Topics include safety, basic math, blueprints, hand and power tools, and rigging. Upon completion, students should have successfully completed the Core Curricula as identified by the National center for Construction Education and Research.

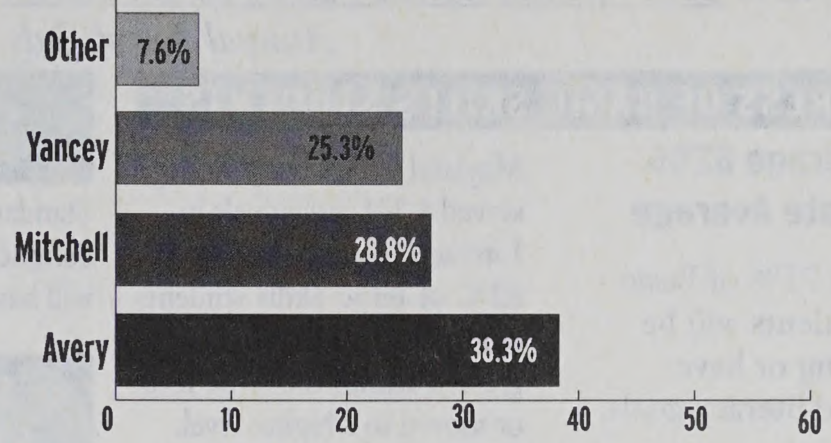
PERFORMANCE MEASURES

MAYLAND
COMMUNITY COLLEGE

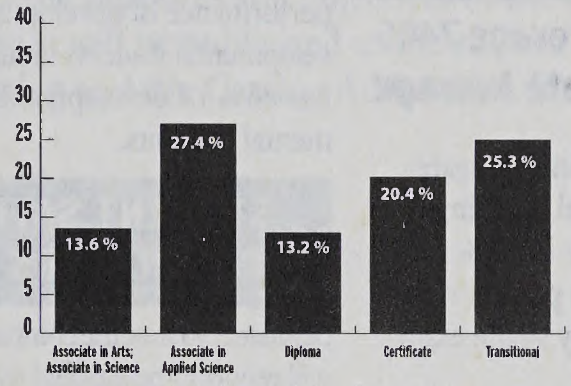
MCC FACTS-AT-A-GLANCE



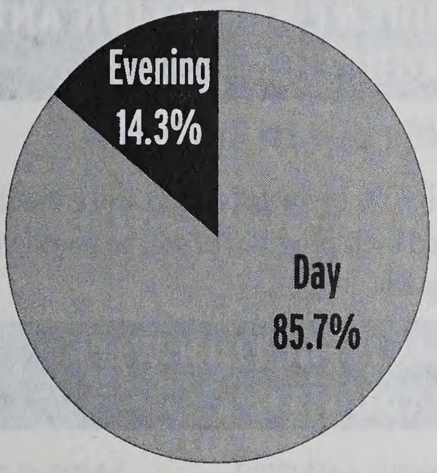
Enrollment



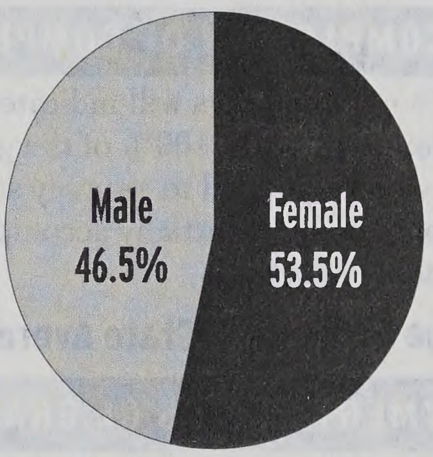
Curriculum Enrollment By County



Enrollment by Degree



Curriculum Enrollment
By Time of Attendance



Enrollment By Sex

Mayland Community College Mandated Performance Measures

The North Carolina Community College System has developed accountability measures and performance standards to be used to measure the effectiveness of the fifty-nine System colleges. These graphs and charts will give you information on those performance measures and how Mayland is doing.

Information collected by the Mayland Community College
Department of Institutional Research and Planning
Dr. John Gossett, Director

(continued on next page)

Mandated Performance Measures

Published in 2003 Critical Success Factors for the North Carolina Community College System; 14th Annual Report July 2003.

PROGRESS OF BASIC SKILLS STUDENTS

MCC Average 82%
78% **State Average**

Standard: 75% of Basic Skills Students will be progressing or have completed literacy goals.

Mayland Community College served 1,201 individuals in Literacy programs in 2001-02. 82% of Basic Skills students completed their goal, progressed within the same level or moved to a higher level.

PASSAGE RATE ON LICENSURE & CERTIFICATE EXAMINATIONS

Mayland offers state licensure and certification exams in Basic Law Enforcement Training (86%), Cosmetology (*), Emergency Medical Technician (66%), Registered Nursing (85 %) and Real Estate (*).
*Too few test takers to report without violating student's privacy.

MCC Average 74%
86% **State Average**

Standard: An aggregate institutional first-time passage rate of 80% AND a minimum passage rate of 70 % on any single exam.

GOAL COMPLETION OF COMPLETERS

Standard: 95% of completers will indicate complete or partial completion of goals. 100% of the graduating class of 2001 who responded to a survey stated that they either completely or partially accomplished their goals by attending Mayland.

MCC Average 99% **State Average** 99%

EMPLOYMENT STATUS OF GRADUATES

Standard: 95% employment within one year, adjusted for local unemployment rate

MCC Average 100%
State Average 99%

PERFORMANCE OF COLLEGE TRANSFER STUDENTS

MCC Average * %
81% **State Average**

Standard: Community college students will perform at equivalent levels of UNC native sophomores and juniors. 82.9% of community college transfer students will have a GPA of 2.0 or higher after two semesters at a UNC institution.

*Too few transfer students to report without violating student's privacy.

PASSING RATES OF STUDENTS IN DEVELOPMENTAL COURSES

Standard: 70% of students who complete a developmental course will have a grade "C" or better.

MCC Average 73%
82% **State Average**

SUCCESS RATE OF DEVELOPMENTAL STUDENTS IN SUBSEQUENT COLLEGE LEVEL COURSES

Standard: There will be no statiscally significant difference in the performance of developmental students as compared to non-developmental students in subsequent college-level courses. Mayland has 86% of developmental, compared to 66% of non-developmental students.

STUDENT SATISFACTION OF PROGRAM COMPLETERS AND NON-COMPLETERS

Standard: 90% of the combined respondents will report to be satisfied with the quality of the college's programs and services.

MCC 99%
97% **State**

CURRICULUM STUDENT RETENTION AND GRADUATION

MCC Data not available due to CIS issue
67% **State**

Standard: 60% of the fall cohort will either have completed their program or still be enrolled the following fall.

EMPLOYER SATISFACTION WITH GRADUATES

Standard: 85% of employers surveyed will report satisfaction with the skills of employees trained or educated by community college.

MCC 96%
95% **State**

CLIENT SATISFACTION WITH CUSTOMIZED TRAINING

Standard: 90% of business/industries surveyed will report satisfaction with services provided by the community college.

MCC 98%
99% **State**

PROGRAM UNDUPLICATED HEADCOUNT ENROLLMENT

Standard: a three year average annual headcount minimum of ten students per program.

MCC met this standard with all programs having a three year average of at least 10 students

This Catalog contains a current description of Mayland Community College. It may be changed from time to time to carry out the purposes and objectives of the College. Important changes in fees, dates, programs and policies will be publicized to the student body and reflected in the next issue of the Catalog and the Catalog Addendum. It is not a contract.

Notes

Notes

PERSONNEL

MAYLAND
COMMUNITY COLLEGE

BOARD OF TRUSTEES

NAME	COUNTY
Sam L. Ray, Jr., *Chairman*	Avery County
William E. Arrowood, *Vice Chairman*	Mitchell County
James W. Burleson	Avery County
Jacquelyn H. Coffey	Avery County
Scott Griffith	Mitchell County
Ralph J. Gwaltney	Avery County
J. Wayne Hall	Mitchell County
Phillip M. Hughes	Yancey County
Charles Ronald Kates	Yancey County
Julia B. Norris	Yancey County
Jack L. Wilson, Jr.	Yancey County
Robert G. Young	Mitchell County
Teresa Murphy	President, SGA

BOARD OF DIRECTORS MAYLAND COMMUNITY COLLEGE FOUNDATION, INCORPORATED

The Mayland Community College Foundation is a group of citizens from the three-county area who work to raise funds and cultivate friends for the College. The results of their efforts are evident in special projects at the College, scholarships for students, and the construction of the Phillips-Gwaltney Child Development Center. The Board of Directors for the Foundation includes:

NAME	COUNTY
Dr. Iva Nell Buckner, *President*	Yancey County
Jerry Hatfield, *Vice President*	Yancey County
Scott Gillam, *Past President*	Yancey County
Dr. Thomas E. Williams	MCC President
Dr. Suzanne Y. Owens	Secretary
Julia Hardie	Resource
William E. Arrowood	Mitchell County
Mary Ballew	Mitchell County
Janet Banks	Yancey County
Robbie Brinkley	Avery County
Brandy Eller	Avery County
Rick Ferguson	Mitchell County
Kim Gouge	Mitchell County
Nyla Greene	Mitchell County
Robert Lincks	Avery County
Jim Morton	Avery County
Julia B. Norris	Yancey County
Wanda Proffitt	Yancey County
Sam L. Ray, Jr.	Avery County
George Thomas	Mitchell County
Read Marie Underwood	Avery County
Carolyn Munro Wilson	Member At Large

Emeritus Members

Tom Bledsoe	Avery County
Cathy Dobson	Mitchell County
Edwina Sluder	Avery County

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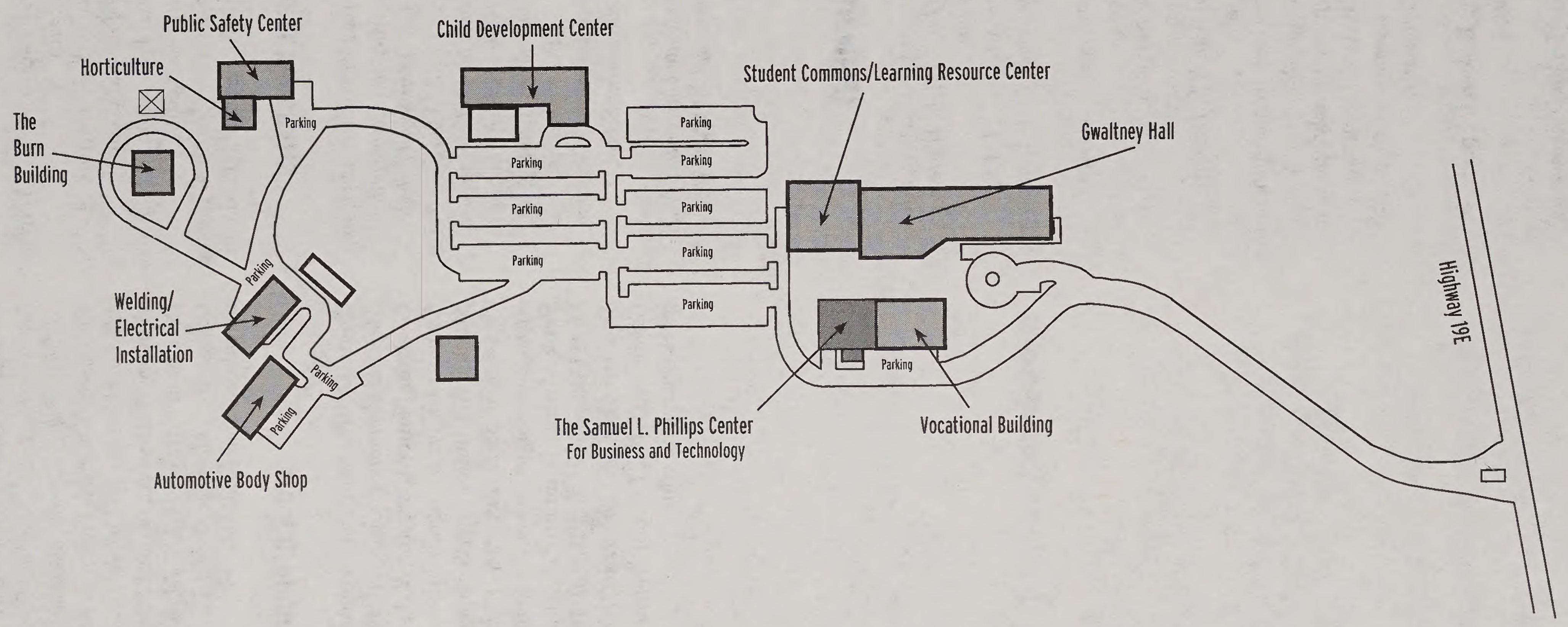
Map of Main Campus

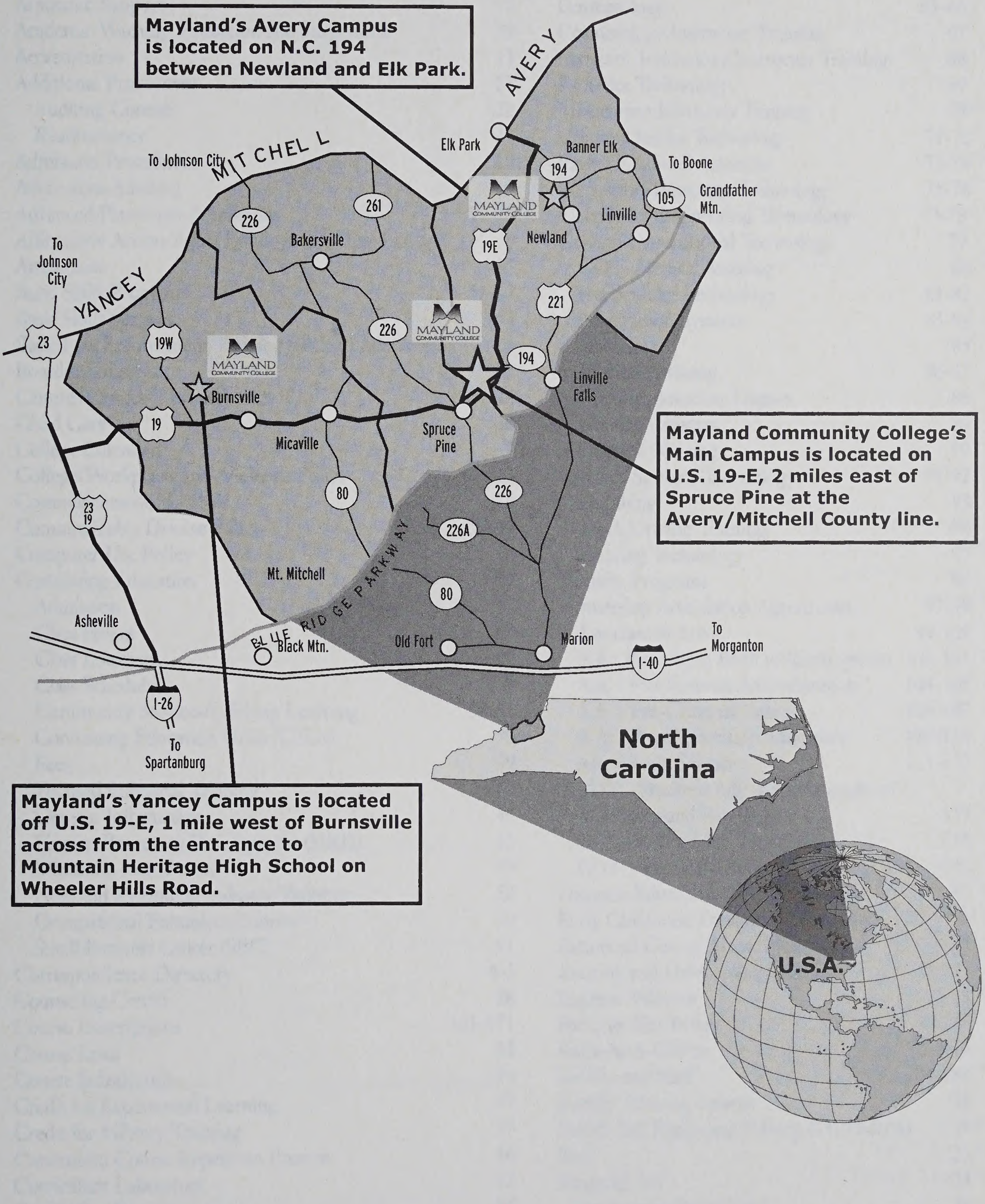
Mayland Community College Main Campus
Spruce Pine, NC


Public Safety Center
Horticulture
The Burn Building
Parking
Child Development Center
Student Commons/Learning Resource Center
Gwaltney Hall
Parking
Parking
Parking
Parking
Parking
Parking
Parking
Parking
Welding/ Electrical Installation
Parking
Parking
Automotive Body Shop
The Samuel L. Phillips Center For Business and Technology
Parking
Vocational Building
Highway 19E

For the Main Campus call 828-765-7351 or 1-800-4-MAYLAND
For the Avery Campus call 828-733-5883
For the Yancey Campus call 828-682-7315
Visit www.mayland.edu

MAYLAND
COMMUNITY COLLEGE

Campus Locations Map


Mayland's Avery Campus is located on N.C. 194 between Newland and Elk Park.

Mayland Community College's Main Campus is located on U.S. 19-E, 2 miles east of Spruce Pine at the Avery/Mitchell County line.

Mayland's Yancey Campus is located off U.S. 19-E, 1 mile west of Burnsville across from the entrance to Mountain Heritage High School on Wheeler Hills Road.

AVERY
MITCHELL
YANCEY
To Johnson City
To Johnson City
Elk Park
Banner Elk
To Boone
Grandfather Mtn.
Linville
Newland
Bakersville
Linville Falls
Burnsville
Micaville
Spruce Pine
Mt. Mitchell
Asheville
Black Mtn.
Old Fort
Marion
To Morganton
To Spartanburg
BLUE RIDGE PARKWAY
194
105
226
261
19E
221
226
194
23
19W
19
80
226
226A
23 19
80
I-40
I-26
MAYLAND COMMUNITY COLLEGE
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North Carolina
U.S.A.

Notes

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